

PINELLAS COUNTY SCHOOL BOARD  
FLORIDA

PCSB: 2327  
Instructional

FLSA: Exempt

**TEACHER ON SPECIAL ASSIGNMENT**  
**(Coordinator, 500 Role Models Of Excellence Project)**

**MAJOR FUNCTION:**

Manage the implementation of the districtwide 500 Role Models of Excellence Project (RMEP). Provide administration and leadership in planning, organizing, coordinating and evaluating all phases of the 500 Role Models of Excellence Project.

**DUTIES AND RESPONSIBILITIES:**

- Responsible for planning and implementing 500 RMEP in collaboration with the administrators, cadre leaders and 500 RMEP Advisory Board.
- Responsible for coordinating training components and activities for program participants, et al, cadre leaders, school contact persons, mentors and role models.
- Responsible for recruiting, interviewing, screening and training participants for the 500 RMEP.
- Coordinates with district's Community Involvement office to ensure that all School Board and state policies are followed as they relate to volunteers.
- Responsible for planning and coordinating conferences and other activities.
- Responsible for networking with churches, social and business organizations to build partnerships.
- Annually plan, develop and manage program budget.
- Provides technical assistance in all phases of the program.
- Evaluates program effectiveness annually in regard to program objectives.
- Maintains and updates spreadsheets and data bases and creates flyers and newsletters using various software applications.
- Performs routine clerical duties, et al, typing, mass mailings and answering phones.
- Performs other related duties as required.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree from an accredited college or university in business, sociology, education or any related field. Five (5) years of experience in program planning and implementation. Florida educational certification. Demonstrated skills in oral and written communication, working with volunteers, students, parents, teachers, administrators and businesses. Experience in planning and organizing community involvement activities. Demonstrated ability to use word processing, spread sheets and desktop publishing software.

ISSUED: 2/96 PBL; FORMAT REVISED: 10/04 LMCK; REVISED WC: 2/28/06 LMCK.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

**Teacher on Special Assignment (Coord. 500 Role of Excellence Models Project)**

<b><u>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</u></b>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds				X	
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects		X			
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Teacher on Special Assignment (Coord. 500 Role of Excellence Models Project) - INS