PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 0671
Pay Grade: C10

FLSA: Exempt
Administrative

ADMINISTRATOR, PROFESSIONAL STANDARDS

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university. Minimum of five (5) years investigative experience in public or private education, law enforcement, private industry, or government. Demonstrated work experience and specialized training in employment law and interview experience is required.

PREFERRED:
Master's degree from an accredited college or university. Investigative experience in a K-12 school district.

MAJOR FUNCTION

This is an administrative position providing services pertaining to administrative, instructional, supporting services, applicants, and school volunteers. Primary functions include: development and implementation of employee disciplinary guidelines and procedures; investigating complaints of employee misconduct; making recommendations for appropriate disciplinary action; conducting background checks of applicants, employees and volunteers and making appropriate decisions for hiring and retention; providing training to employees regarding the Code of Ethics, Principles of Professional Conduct and Employee Disciplinary Guidelines; problem resolution concerning all personnel; providing assistance to managers regarding performance appraisals and employees with performance problems.

ESSENTIAL RESPONSIBILITIES

- Receive complaints from various customer groups and take appropriate action, including directing administrators to conduct investigations.
- Conduct investigations of complaints against employees and volunteers.
- Refer to and assist law enforcement agencies with investigations when appropriate.
- Assist the State Attorney's Office with their investigations when appropriate.
- Assist in investigation and resolution of complaints of discrimination or harassment.
- Cooperate with and assist Risk Management Department with investigations related to worker's compensation or fraud claims.
- Assist site-based supervisors and administrators with problem resolution regarding employees or citizens.
- Inform the Superintendent of on-going investigations or arrests that may be "high profile." Prepare for Superintendent's signature appropriate responses to customers regarding complaints.
- Recommend appropriate disciplinary action to the Superintendent and involve the following regarding recommendations: Superintendent, General Counsel, Associate Counsel, supervisor of employee, and employee (with Union representative or Attorney).
- Prepare written documentation of disciplinary action taken at the district level. Prepare charging letters, stipulations of agreement, background information, and agenda items for the Superintendent and the School Board.
- Serve as agency representative at Chapter 120 administrative hearings. Assist in preparation for hearing, including providing expert testimony.
- Prepare and forward disciplinary packages to Professional Practices Services. Assist with PPS investigations.
- Screen criminal histories and fingerprint reports of applicants provided by the personnel department, as well as histories of interns and selected volunteers. Communicate with the aforementioned regarding eligibility and falsification of records; deny employment when appropriate.
- Advise and assist site-based supervisors and administrators regarding employee performance problems and evaluations.

ESSENTIAL RESPONSIBILITIES (CONTINUED)

- Make recommendations to the Superintendent regarding non-renewal of employees on annual contract.
- Serve as the Superintendent's designee to hear appeals of non-renewal recommendations.
- Provide training in due process, Code of Ethics and the Principles of Professional Conduct, employee disciplinary guidelines, progressive discipline, investigations, and performance assessment for: site-based supervisors and administrators, faculties, site-based staff, district-based staff, support staff, PCTA/PESPA, SEIU, and FOP.
- Assigns work to assisting personnel including the Pinellas County Schools Police investigator working in the Office of Professional Standards.
- Performs other related duties as assigned.

TERMS OF EMPLOYMENT

Salary and benefits will be paid consistent with the district's approved compensation plan. The district shall establish the length of the work year and hours of employment.

Performance of the job will be evaluated in accordance with the provisions of the school board's policy on evaluation of personnel.

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.

HISTORY OF JOB CLASSIFICATION

ISSUED: 4/93; BOARD APPROVED: 5/26/93; REVISED (MQ's): 10/98 PBL; BOARD APPROVED: 10/13/98; REVISED: 3/99 PBL; BOARD APPROVED: 6/15/99: PREFERRED REVISED 10/29/03 AK; MQ & PREF REVISED 7/05 AK; BOARD APPROVED: 9/13/05; REVISED: D & R 3/11 RAS; REVISED MQ & PREFERRED 2/12 LMCK; BOARD APPROVED: 2/21/12; REVISED FORMAT: 11/20/24 CS; NO BOARD APPROVAL NEEDED

WORKING CONDITIONS & PHYSICAL EFFORT:	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 computer to enter and transform words or data					X
21. Using various technology tools					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				