

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 0681
Pay Grade: C12

FLSA: Exempt
Administrative

STUDENT SUCCESS OFFICER

MINIMUM QUALIFICATIONS

Master's degree from an accredited college or university in educational administration and supervision, educational leadership, or an equivalent certification as defined by the Florida Department of Education. Three (3) years of administrative or supervisory experience and demonstrated experience in program planning and implementation. Demonstrated strong communication and leadership skills.

MAJOR FUNCTION

Responsible for planning, coordinating, and implementing initiatives to improve academic outcomes for all students, with an intentional focus on student groups identified under the Every Student Succeeds Act (ESSA). This position plays a critical role in analyzing performance data, identifying achievement gaps, and leading evidence-based strategies to support continuous improvement across schools.

Works collaboratively with district leadership, school administrators, instructional staff, and community stakeholders to ensure all students have access to rigorous instruction, effective teaching practices, and high-quality academic resources. This role ensures alignment of district priorities, instructional initiatives, and school improvement efforts to promote excellence and accountability at every level.

ESSENTIAL RESPONSIBILITIES

- Coordinates the Bridging the Gap (BTG) plan and supports district leaders and school staff to ensure growth in all areas.
- Collaborates with district and school staff to develop and implement strategies to improve academic outcomes for ESSA student groups across ELA, mathematics, science, and social studies.
- Collaborates with district and school staff to improve student outcomes in discipline, including reducing disproportionate in referrals, suspensions, and other disciplinary actions.
- Collaborates with the district and schools to develop and implement plans to improve promotion and graduation outcomes for ESSA student groups.
- Collaborates with the district and schools to improve student attendance and engagement across identified student populations.
- Supports the strategic oversight, administration and continuous improvement of federal programs and the Special Projects Department, ensuring effective operations, compliance, and organizational alignment.
- Serves as a liaison for district and school staff to support the district's initiative of equity and excellence for all.
- Analyzes student performance data to identify trends, disparities, and opportunities across all student groups.
- Leads and supports schools in developing targeted strategies to improve outcomes for students identified in ESSA accountability groups and for historically underperforming groups.
- Engages families and community stakeholders to support student success and increase participation in district initiatives.
- Develops and implements strategies to increase participation by ESSA student groups in advanced coursework, including Advanced Placement, dual enrollment, and other rigorous programs.
- Develops and implements initiatives to increase the representation of ESSA student groups in gifted and advanced academic programs.
- Collaborates with district leadership to ensure data systems effectively track student performance and program outcomes across for ESSA student groups.
- Uses data to monitor progress, identify trends, and support continuous improvement in student outcomes.
- Provides guidance and technical assistance to schools regarding state and federal accountability requirements, including ESSA subgroup reporting.
- Supports initiatives that promote college, career, and workforce readiness for all students, including targeted support for ESSA student groups.
- Develops and implements plans to increase participation and performance among ESSA student groups in PreK programs.

STUDENT SUCESS OFFICER

ESSENTIAL RESPONSIBILITIES (CONTINUED)	
• Coordinates mentoring and support programs to enhance student engagement and achievement. • Provides leadership that protects the district's fiscal and programmatic interests while advancing the District Strategic Plan through collaborative planning, monitoring, and continuous improvement. • Performs other related duties as assigned.	
TERMS OF EMPLOYMENT	
<i>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.</i> <i>Performance of the job will be evaluated in accordance with the provisions of the school board's policy on evaluation of personnel.</i> <i>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.</i>	
HISTORY OF JOB CLASSIFICATION	
ISSUED: 07/28/26	

STUDENT SUCESS OFFICER

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				

Student Success Officer – Administrative