PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 0337
Pay Grade: E07

FLSA: Exempt
PTS

ASSISTANT DIRECTOR, FEDERAL PROGRAMS

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university in Education or a business-related field. Knowledge of grant development and management. Five (5) years of professional experience, including grant program development, monitoring, and evaluation. Experience as a Supervisor, Fiscal Manager, and/or School Administrator.

PREFERRED:
Master's degree from an accredited college or university with five (5) years of experience in a managerial or supervisory capacity in the area of grants management. Certification in grants management and successful experience managing compliance with federal grants. State certification in Administration/Supervision or an equivalent, as defined by the Florida Department of Education.

MAJOR FUNCTION

The Assistant Director, Federal Programs is responsible for the fiscal, programmatic, and reporting requirements of assigned federal, state, or district grant programs (e.g., Title I and School Improvement Grants). Aligned with the District Strategic Plan and under the direction of the Director, Federal Programs, the Assistant Director ensures the coordination, planning, implementation, monitoring, and evaluation of assigned programs.

ESSENTIAL RESPONSIBILITIES

- In conjunction with the Director, Federal Programs, coordinates and monitors assigned program(s) to ensure compliance with all federal and state requirements.
- Collaborates with district, school-based, private school, and charter school staff to develop program goals, action plans, and budgets in alignment with identified needs and strategic priorities.
- Utilizes data to monitor progress toward identified district and school outcome goals related to assigned program(s).
- Assists schools in analyzing district and state assessment data to continually improve program outcomes.
- Utilizes data to monitor progress toward identified district and school outcome goals and expenditures related to assigned program(s).
- Coordinates with district staff in support of program implementation and compliance.
- Prepares state and district reports related to assigned programs.
- Works collaboratively with grant managers across the district to ensure alignment of services and processes.
- Remains current on laws and requirements regarding assigned programs and grants and meets with related staff to interpret and implement programs.
- Represents the district at local, state or national functions related to Title I and School Improvement programs, as designated by the Director, Federal Programs.
- Supervises and provides developmental support and evaluation for assigned staff.
- 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: 4/29/25 MV; BOARD APPROVED: 5/13/25

ASSISTANT DIRECTOR, FEDERAL PROGRAMS

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	