PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 6430
Pay Grade: E03

FLSA: Exempt
PTS

COORDINATOR, GUS A. STAVROS INSTITUTE

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university. Three (3) years of progressively responsible work experience demonstrating exceptional organizational, project management and communication skills.

PREFERRED:
Demonstrated knowledge and experience in project management. Experience working with students and adults as well as the business community.

MAJOR FUNCTION

The Coordinator, Gus A. Stavros Institute works alongside school-based staff and volunteers in a fast-paced, innovative student experience where real-world learning is hands-on. The Coordinator, Gus A. Stavros Institute project manages the planning and daily operations of the student experience to ensure that students, school-based staff and volunteers have the knowledge, training and resources needed for active participation and successful program completion.

ESSENTIAL RESPONSIBILITIES

- Coordinates with school-based staff to ensure logistics (e.g., scheduling, materials, curriculum, volunteers, permission slips, etc.) for the student experience are completed in advance of the scheduled trip inclusive of programming for district, charter, private and out-of-county schools.
- Creates a positive experience for students, teachers, volunteers and community partners throughout the student experience through high-quality customer service and support.
- Provides pro-active project management and facilitation within the assigned program including the coordination of students, school-based staff, volunteer training and equipment.
- Develops and implements volunteer training for the student experience curriculum.
- Supports the continuous review of effective curricular resources to ensure innovative and relevant learning experiences for students.
- Supports the development and implementation of trainings for administrators and school-based staff.
- Utilizes appropriate tools and technology effectively to provide the needed information to volunteers, teachers and students during their day(s) at the Gus A. Stavros Institute.
- Ensures all equipment and supplies are ready for a successful student experience.
- Utilizes data and feedback to continuously update and improve processes and practices that support innovative and effective experiences for students, teacher and volunteers.
- Participates in the planning, development and implementation process to ensure seamless coordination of the student experiences with district staff and community partners.
- Fosters and promotes teamwork in the design, development, and implementation of student and volunteer experiences.
- Actively participates in meetings and professional development.
- 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: 12/24, PT, BOARD APPROVED: 12/17/24

COORDINATOR, GUS A. STAVROS INSTITUTE

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