PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 8092
Pay Grade: E05

FLSA: Exempt
PTS

SENIOR COORDINATOR, CHARTER SCHOOLS AND HOME EDUCATION

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university with certification in an educational area or an equivalent as defined by the Florida Department of Education. Demonstrated ability to work with diverse groups and effectively communicate, both orally and in writing. Five (5) years related professional experience.

PREFERRED:
Master's degree with certification in Administration and Supervision, Educational Leadership, or an equivalent as defined by the Florida Department of Education. Demonstrated knowledge of applicable federal, state, and local laws and regulations.

MAJOR FUNCTION

The Senior Coordinator, Charter Schools and Home Education is responsible for assisting in the supervision and management of charter schools and home education. Assists in monitoring compliance of charter schools and home education programs with District and state requirements. Responsibilities include goal setting, planning, organizing, coordination, decision-making, communication, and evaluating to improve learning processes and promote highest achievement for all students.

ESSENTIAL RESPONSIBILITIES

- Monitors charter schools and home education programs for compliance with district, state, and federal requirements.
- Supports the administration, coordination, and monitoring of charter school applications, agreements, renewal processes and program requirements.
- Coordinates and collaborates with internal and external stakeholders, including district departments, to support program operations, compliance and initiatives.
- Provides guidance and technical assistance to charter schools, district personnel, families, and community members regarding program requirements and processes.
- Supports the development and dissemination of communication materials and resources related to charter schools and home education.
- Reviews and processes charter school and home education applications and related documentation.
- Supports monitoring of charter schools agreements to ensure alignment with the approved terms and requirements.
- Coordinates with stakeholders to support issue resolution, communication, and program compliance.
- Collects, maintains, and reports data to ensure accuracy, consistency, compliance, and timely completions of reporting requirements.
- Supports monitoring pre-opening and operational requirements for charter schools.
- Interprets applicable Florida Statutes and district policies, and procedures related to charter schools and home education.
- Analyzes data to support continuous improvement in student outcomes and program effectiveness.
- Participates in meetings, committees, and workgroups to support program goals and initiatives.
- Maintains current knowledge of trends, regulations, and best practices related to charter schools and home education.
- Supports program planning, goal setting, and continuous improvement efforts.
- Supports monitoring activities, including site visits, and program reviews.
- Provides direction and support to assigned support staff to ensure efficient operations.
- Provides 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; 6/13 LM; BOARD APPROVED: 7/30/13; REVISION OF TITLE-TO ALIGN WITH COMPREHENSIVE COMPENSATION PLAN, 8/13 LM, REVISED: ER 06/29/26 MV;

SENIOR COORDINATOR, CHARTER SCHOOLS AND HOME EDUCATION

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	