

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

FACILITATOR, Choices

QUALIFICATIONS

- Bachelor's Degree or higher, Master's Degree preferred.
- Five (5) years of successful teaching
- Experience working in a magnet school or magnet program preferred.

KNOWLEDGE, SKILLS, ABILITIES

- Ability to effectively communicate orally and in writing.
- Knowledge of computer applications and technology as related to specific job functions.
- Knowledge of trends and best practices.
- Knowledge of applicable laws, rules, policies and procedures.
- Skill in problem solving, human interaction and conflict management.
- Ability to plan, organize and prioritize.
- Ability to work with a variety of personnel and the public.

SUPERVISION

REPORTS TO Coordinator, Choices
SUPERVISES Assigned Personnel

POSITION GOAL

To support District excellence and equity efforts in order to ensure diverse student populations in magnet schools/programs, cluster schools, and schools throughout the District.

PERFORMANCE RESPONSIBILITIES

1. * Define and implement district wide marketing and recruiting efforts to ensure diverse student populations in magnet schools/programs, cluster schools, and schools throughout the District.
2. * Establish yearly calendar for marketing and recruiting, including targeted recruiting efforts.
3. * Monitor results of district wide marketing and recruiting strategies to determine effectiveness.
4. * Support magnet schools/programs and cluster schools areas of identified need.
5. * Support implementation of the District's K-12 student transfer process.
6. * Support on-going communication with magnet school support /program and cluster school
7. * Facilitate communication efforts with the district and school-based cost centers.
8. * Manage a flexible work schedule to accomplish the performance responsibilities
9. * Assist with implementing and monitoring excellence and equity requirements.
10. * Collect relevant data and submit accurate reports, as required.
11. * Support the student enrollment process for magnet schools/programs, cluster schools and transfers, including, parent communication, random selection and parent notification.
12. * Facilitate the implementation and evaluation of grants.
13. * Maintain files for documentation purposes.
14. Perform other duties/tasks consistent with the goals and objectives of this position.

**Denotes essential job function/ADA*

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EQUIPMENT / MATERIALS

Standard Office Equipment and Materials

PHYSICAL REQUIREMENTS

Light Work Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

PHYSICAL ACTIVITY

Sitting	Resting with the body supported by the buttocks or thighs.
Standing	Assuming an upright position on the feet particularly for sustained periods of time.
Walking	Moving about on foot to accomplish tasks, particularly for long distances.
Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.
Bending	Lowering the body forward from the waist
Stooping	Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
Kneeling	Bending legs at knee to come to a rest on knee or knees.
Crouching	Bending the body downward and forward by bending leg and spine.
Twisting	Moving body from the waist using a turning motion.
Reaching	Extending hand(s) and arm(s) in any direction.
Pushing	Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 20 pounds of force.
Pulling	Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 20 pounds of force.
Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back exerting up to 20 pounds of force.
Finger Dexterity	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Grasping	Applying pressure to an object with the fingers and palm
Feeling	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with the skin, particularly that of fingertips.
Repetitive Motion	Substantial and continuous movements of the wrists, hands, and/or fingers.
Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
Hearing Acuity	The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity	The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Indoors The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.

TERMS OF EMPLOYMENT

PAY GRADE

AO-08-E \$61,556 - \$94,429
District Salary Schedule
Months 11
Annual Days 221
Weekly Hours 37.5
Annual Hours 1657.50

POSITION CODES

PeopleSoft Position 00004606
Personnel Category 14
EEO-5 Line 44
Function 6300
Job Code 1454
Survey Code 63010

FLSA

Applicable
 Not applicable

BOARD APPROVED

February 25, 2003
January 16, 2001

ADA Information Provided by Sherry O'Leary
Position Description Prepared by Anna-Marie Cote/EMC Services