

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

FACILITATOR, SAFE SCHOOLS

QUALIFICATIONS

- Master's Degree with certification in Administration, or Administration & Supervision, or Educational Leadership, or School Principal.
- Three years satisfactory teaching experience.

KNOWLEDGE, SKILLS, ABILITIES

- Comprehensive knowledge and application of Student Conduct and Discipline Code, Discipline Procedures Manual and School Board student discipline policies.
- Knowledge of computer applications as related to specific job functions.
- Ability to work positively with all levels of school personnel while maintaining positive relations with parents and the general public.
- Awareness of alternatives for students in the community outside of school.

SUPERVISION

REPORTS TO Director of School Safety and Student Alternative Placement
SUPERVISES Designated Alternative Placement Program employees

POSITION GOAL

Coordinate and supervise the processing of student alternative assignments and expulsions and manage designated District Alternative Programs.

PERFORMANCE RESPONSIBILITIES

1. *Coordinate and supervise the processing of student alternative assignments and expulsions.
2. *Serve as Superintendent's Designee at School Board Discipline Hearings.
3. *Assist with supervision and evaluation of personnel, including orientation of new teachers.
4. *Assist with the preparation and implementation of cost center budget.
5. *Assist the Director of Safe Schools and Alternative Placement with implementation, scrutiny and appropriate responses to Quality Assurance Reviews and providing corrective actions.
6. *Assist the Director of School Safety and Alternative Placement in the facilitation and evaluation of cost center grants.
7. *Assist the Director of School Safety and Alternative Placement in the administration of cost center reports and records.
8. Perform other duties as assigned by the Director of School Safety and Alternative Placement.

**Denotes essential job function/ADA*

FACILITATOR, SAFE SCHOOLS, Page 2

EQUIPMENT / MATERIALS

Designated office equipment and materials

PHYSICAL REQUIREMENTS

Sedentary Work Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met

PHYSICAL ACTIVITIES

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.
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.
Reaching	Extending hand(s) and arm(s) in any direction.
Pulling	Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 10 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 10 pounds of force.
Finger Dexterity	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
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 / Outdoors The worker is subject to both environmental conditions. Activities occur inside and outside.
Cold The worker is subject to extreme cold. Temperatures are below 32 degrees for periods of more than one hour.

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 1657.5	POSITION CODES PeopleSoft Position TBA Personnel Category 12 EEO-5 Line 44 Function Vary Job Code 1335 Survey Code 79017	FLSA <input type="checkbox"/> Applicable <input checked="" type="checkbox"/> Not applicable ADA Information Provided by Raymond Gaines Position Description Prepared by Raymond Gaines	BOARD APPROVED December 12, 2006
---	---	---	--