

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### COORDINATOR, Instructional Projects

#### QUALIFICATIONS

- Master's Degree or higher in Business Administration, Library/Media, or Leadership.
- Demonstrated success managing and working with people to establish goals, objectives, and action plans to produce expected results.
- Experience in budgeting, forecasting, and project management.

#### KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of computer applications and technological equipment as related to specific job functions.
- Knowledge of current laws and regulations related to instructional materials.
- Strong observational skills and the ability to communicate effectively, both orally and in writing.
- Ability to work cooperatively and communicate with personnel at all levels within the school system.
- Skill in problem solving, human interaction, and conflict management.
- Ability to forecast, manage, and prioritize budgets in alignment with major projects.
- Ability to analyze complex data, communicate findings, and provide meaningful recommendations.

#### SUPERVISION

**REPORTS TO** Director of Teaching and Learning and Chief Information Officer  
**SUPERVISES** District Textbook Manager, Designated Media Staff, and Support Personnel

#### POSITION GOAL

*To facilitate the successful development, implementation, and program evaluation of multi-departmental, District-level instructional projects.*

#### PERFORMANCE RESPONSIBILITIES

1. \*Manage all aspects including budgeting, forecasting, procurement, and delivery of the District instructional materials and library/media projects ensuring adherence to local policies and state/federal laws.
2. \*Adhere to local, state, and federal policies, statutes, and laws related to the challenge of instructional and library/media materials.
3. \*Continuously evaluate District policies and practices related to the purchase of dual enrollment resources to meet the instructional needs of students while ensuring fiscal responsibility.
4. \*Assess existing print and digital media implementations and establish plans to ensure consistency, efficiency, and fiscal responsibility.
5. \*Facilitate the District's transition from traditional instructional modalities and facilities to fully integrated 21<sup>st</sup> century instructional modalities and learning spaces.
6. \*Manage assigned cross-departmental projects including but not limited to curriculum projects and/or innovation initiatives ensuring the development, communication, monitoring, closure, and evaluation of project management plans including necessary stakeholders, timelines, and budgets.
7. \*Facilitate small groups through the review of assigned cross-departmental projects and initiatives and provide committee recommendations for continuous program/project improvement.
8. \*Serve as the instructional liaison to District construction projects ensuring all instructional resource needs are adequately addressed throughout the construction process.
9. Perform other duties as assigned by the Director of Teaching and Learning and Chief Information Officer.

*\*Denotes essential job function/ADA*

#### EQUIPMENT / MATERIALS

Standard office equipment

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## 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.  
**Climbing** Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.  
**Balancing** Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces.  
**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 100 pounds of force.  
**Pulling** Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 100 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 100 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.  
**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

**None** The worker is not substantially exposed to adverse environmental conditions (such as in a typical office or administrative work.)

## TERMS OF EMPLOYMENT

**PAY GRADE**  
**AO-07-E \$71,237 - \$109,172**  
District Salary Schedule  
Months 12  
Annual Days 258  
Weekly Hours 37.5  
Annual Hours 1935

**POSITION CODES**  
PeopleSoft Position TBA  
Personnel Category 12  
EEO-5 Line 43  
Function 6200  
Job Code 1312  
Survey Code 62010

**FLSA**  
 Applicable  
 Not applicable

**BOARD APPROVED**  
October 10, 2017  
July 25, 2006  
June 15, 1993

ADA Information Provided by Shawn Gard-Harrold  
Position Description Prepared by Shawn Gard-Harrold