



PINELLAS PREPARATORY ACADEMY, INC.

JOB DESCRIPTION

SUPERINTENDENT

Major Function

The Superintendent performs responsible administrative and supervisory work in the area of the organization, from setting instruction goals and providing academic oversight, personnel, curriculum, budget, purchasing, public relations, plant operations, and all other daily operations of the organization. Works to maintain the integrity of the organization as a place for high achieving students which incorporates a creative, hands on education.

Duties and Responsibilities:

Leadership:

- Developing, implementing, and evaluating school philosophy, goals and objectives reflecting organization and state goals.
- Developing and maintaining a positive school/community climate and a safe and healthy environment.
- Maintain liaison with outside agencies, including, but not limited to, the Florida Board of Education and the Pinellas County School Board.

Instructional:

- Establish instructional priorities and goals in conjunction with school Principals.
- Oversee and ensure the successful implementation of educational programs at each of the organization's schools.
- Ensure the proper acquisition of educational materials aligned to the Sunshine State Standards

Administrative:

- Determining staffing needs including selection, supervision, staff development and evaluation of all organizational personnel.
- Oversee the hiring, evaluation and termination of all agency employees.
- Managing finances including the budget and record keeping processes, and inventory control of all organizational resources.
- Maintaining records and necessary reports for efficient operation of organization and compliance with federal, state, and local requirements.
- Planning and managing for efficient utilization and maintenance of the organization's facilities.
- Arrange for the publicity of the organization and recruit students and faculty as needed.
- Assure that all terms of the charter contracts held by the organization are being met.
- Maintain the organization's website(s) in conjunction with the advisory teams of schools.
- Enforce the Policies and Procedures of the organization as set by the Board of Directors.
- Develops and implements rules and regulations in keeping with the Policies and Procedures.

Not-For-Profit CEO:

- Arrange for legal and financial assistance whenever necessary.
- Recommend changes in Bylaws and Policies and Procedures to the Board of Directors.
- Schedule meetings of the Board of Directors, prepare agendas for such meetings and provide public notice as required by law.
- Attends and participates in all meetings of the Board and its committees, except when excused by the Board.
- Arrange for all required government documents to be timely filed to maintain the status of the school as a tax-exempt organization, to maintain up-to-date tax returns, and to maintain any other documents required by the Pinellas County School Board, the State of Florida, and the Federal Government.
- Direct fund-raising activities, including grant applications and maintain liaison with parent-teacher fund-raising efforts.
- Ensure that the Board of Directors is informed of the operations of the school and any problems which arise.

Minimum Qualifications:

Master's degree. Florida certification as either School Principal or Educational Leadership. Five (5) years related professional experience.

Salary and Benefits:

Salary is set by the Board of Directors during the annual budgeting process. The Principal is allowed twenty Personal Time Off days per year. . Benefits shall be paid monthly at a rate of 15.5% of the average pay received during the year. This is a 12-month position, with the possibility of working less or more flexible hours during the summer.



PINELLAS PREPARATORY ACADEMY, INC.

JOB DESCRIPTION

PRINCIPAL

Major Function

The Principal performs responsible administrative and supervisory work in the area of instruction, personnel, curriculum and all the daily operations of the school. Works to maintain the integrity of the school as a place for high achieving students that incorporates multiple intelligences and a creative education.

Duties and Responsibilities:

Leadership:

- Developing, implementing, and evaluating school philosophy, goals and objectives reflecting organizational and state goals.
- Developing and maintaining a positive school/community climate and a safe and healthy environment.
- Maintain liaison with outside agencies, including, but not limited to, the Florida Board of Education and the Pinellas County School Board.

Instructional:

- Planning, implementing, and evaluating the school instructional program based on student needs and within state guidelines.
- Review teacher lesson plans and instruction to ensure they match with the Sunshine State Standards.

Administrative:

- Planning, implementing, supervising, and evaluating all other programs, i.e., PTEG, Athletics, Extra-Curricular, Co-Curricular.
- Determining staffing needs including selection, supervision, staff development and evaluation of all school personnel.
- Recommends to the Superintendent the appointment or dismissal of all employees of the school.
- Managing finances including the budget and record keeping processes, and inventory control of all school resources.
- Maintaining records and necessary reports for efficient operation of school and compliance with federal, state, and local requirements.
- Arrange for the publicity of the school and recruit students and faculty as needed.
- Assure that all terms of the school's charter are being met.
- Enforce the Policies and Procedures of the organization as set by the Board of Directors and Superintendent.
- Develops and implements rules and regulations in keeping with the Policies and Procedures.
- Attends and participates in all meetings of the Board and its committees, except when excused by the Board.
- Ensure that the Superintendent is informed of the operations of the school and any problems which arise.

Minimum Qualifications:

Completed or nearly completed Master's degree. Florida certification as either School Principal or Educational Leadership required within the first year of employment. Five (5) years related professional experience.

Salary and Benefits:

Salary is set by the Board of Directors during the annual budgeting process. The Principal is allowed twenty Personal Time Off days per year. . Benefits shall be paid monthly at a rate of 15.5% of the average pay received during the year. This is a 12-month position, with the possibility of working less or more flexible hours during the summer.



PINELLAS PREPARATORY ACADEMY, INC.

JOB DESCRIPTION

OFFICE MANAGER

Major Function

To perform highly responsible, varied and complex secretarial, clerical, accounting and delegated administrative duties. Considerable knowledge of the organizations and programs is required. Functions are varied and the level of difficulty ranges from performance of routine clerical assignments to relieving the Superintendent and Principals of administrative work as assigned. Work is performed as assigned and often requires the use of independent judgment and the application knowledge of the organization's policies and procedures in a variety of work situations. Work is performed under general direction and is reviewed through observation and audit of records.

Duties and Responsibilities:

- Types and format letters, memoranda, forms, reports, newsletters, flyers, handbooks and other materials; composes and signs routine correspondence.
- Acts as a receptionist, makes appointments; greets, announces, and routes visitors; receives and routes mail.
- Receives makes and transfers telephone calls as appropriate.
- Answers inquiries and provides information which may involve interpretation of school policies and procedures.
- Maintains and independently researches and assembles information from files and records; prepares reports and summaries requiring specialized knowledge.
- Makes arrangements for meetings, conferences, appointments and administrative travel; prepares agendas and compiles/distributes appropriate materials.
- May be required to take and transcribe dictation and minutes at meetings.
- Maintains complex set of confidential school records, property files, financial records, and monthly reports.
- Applies knowledge of school policies and procedures in making decisions, solving work problems and providing information.
- Utilizes computer for activities such as data entry, word processing, generation of reports, desktop publishing, communication, and scheduling.
- May provide lead direction to other clerical personnel and volunteers.
- Applies knowledge of bookkeeping principles and practices; of office procedures, terminology, equipment, Business English and math in performance of job duties.
- Maintain accounting system by entering checks, filing financial paperwork, checking invoices and preparing financial reports.
- Process bi-weekly payroll to employee leasing company.
- Assist with the daily attendance and lunch orders.
- Performs related work as assigned.

Minimum Qualifications:

Graduation from a standard high school or possession of a GED, and an Associates Degree from an accredited institution or four (4) years of advanced secretarial experience. Must be proficient with Microsoft Word, Excel and Outlook and have a working knowledge of Publisher and Access. Able to type at least 40 words per minute.

Salary and Benefits:

Salary is set by the Board of Directors during the annual budgeting process. Time off is accrued at an initial rate of .042017 per hour worked. Benefits shall be paid monthly at a rate of 15.5% of the average pay received during the year. This is a 12-month position, with the possibility of working less, and/or more flexible hours during the summer.



PINELLAS PREPARATORY ACADEMY, INC.

JOB DESCRIPTION

DATA MANAGEMENT TECH

Major Function

Performs complex diversified clerical and data processing-related duties pertaining to the preparation, input, storage, retrieval and reporting of student and class-related data. Work is performed independently and reviewed through observation and results obtained.

Duties and Responsibilities:

- Utilizes computer for data entry/retrieval and to produce lists and generate reports.
- Proofreads material and corrects errors.
- Prepares or assists in the preparation of specialized reports such as FTE, fall survey, and/or economic survey, which may require statistical compilation and mathematical calculations.
- Performs clerical and data entry activities related to preparation and maintenance of master schedule.
- Maintains student information for school records and as source data for FTE reporting.
- Audits FTE reports and makes corrections as needed.
- Processes monthly attendance sheets and paperwork to add or drop classes and students.
- May perform a wide variety of other clerical duties such as greeting visitors, maintaining records and files, answering telephone, typing or word processing, and distributing mail.
- Complete lunch counts daily and order lunches for students.
- May assist and train other clerical personnel.
- Enters volunteer background check information into computer system and periodically checks for clearance.
- Performs related work as required.

Minimum Qualifications:

Graduation from a standard high school or possession of a GED, and an Associates Degree from an accredited institution or two (2) years of progressively responsible clerical office experience. Must be computer proficient and either have completed or willing to complete training with SASI. Able to type at least 30 words per minute.

Salary and Benefits:

Salary is set by the Board of Directors during the annual budgeting process. Time off is accrued at an initial rate of .042017 per hour worked. Benefits shall be paid monthly at a rate of 15.5% of the average pay received during the year. This is a 10-month position, which begins two weeks prior to students returning from summer vacation and extends at least one week after students leave.



PINELLAS PREPARATORY ACADEMY, INC.

JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT

Major Function

To perform complex and diversified clerical and data related duties pertaining to the overall operation of the school. Will provide direct assistance to the Principal and other administrative and office staff to complete routine office and technical tasks. Functions are varied, may be technical in nature requiring familiarity with terminology used in specialized work and requiring application of independent judgment. Strong computer skills are essential. Work is performed under the general direction and is reviewed through observation and results obtained.

Duties and Responsibilities:

- Types and format letters, memoranda, forms, reports, newsletters, flyers, handbooks and other materials; composes and signs routine correspondence.
- Provide administrative support to the Principal, which may include filing, scheduling, correspondence, and other related duties.
- Receives makes and transfers telephone calls as appropriate.
- Answers inquiries and provides information which may involve interpretation of school policies and procedures.
- Maintains and independently researches and assembles information from files and records; prepares reports and summaries requiring specialized knowledge.
- Makes arrangements for meetings, conferences, appointments and administrative travel; prepares agendas and compiles/distributes appropriate materials.
- May be required to take and transcribe dictation and minutes at meetings.
- Maintains complex set of confidential school records, property files, financial records, and monthly reports.
- Utilizes computer for activities such as data entry, word processing, generation of reports, desktop publishing, communication, and scheduling.
- Assist with the daily attendance and lunch orders.
- Maintaining and interacting with online resources for communication and operations.
- Proof reading and updating of materials.
- Performs related work as assigned.

Minimum Qualifications:

Graduation from a standard high school or possession of a GED, and an Associates Degree from an accredited institution or at least one year of advanced secretarial experience. Must be proficient with Microsoft Word, Excel and Outlook and have a working knowledge of Publisher and Access as well as various online tools as well as have good communication skills and the ability to juggle multiple tasks at once. Able to type at least 40 words per minute.

Salary and Benefits:

Salary is set by the Board of Directors during the annual budgeting process. Time off is accrued at an initial rate of .042017 per hour worked. Benefits shall be paid monthly at a rate of 15.5% of the average pay received during the year. This is a 10-month position.



PINELLAS PREPARATORY ACADEMY, INC.

JOB DESCRIPTION

CLASSROOM TEACHER

Major Function

Instructional position responsible for the educational leadership of students in a group or class in a intermediate elementary and middle school setting. The educational leader is expected to understand and demonstrate the use of the school's curriculum, student instruction and assessment to maximize educational achievement for all students; work collaboratively to ensure a working and learning climate for all students that is safe, secure and respectful. Implementing strategies to reach the multiple intelligences of students through creative lessons is required.

Duties and Responsibilities:

- Understands central concepts, tools of inquiry, and structure of the discipline(s) taught and makes the subject matter meaningful to students.
- Develops a climate and culture of openness, fairness, mutual respect, support and inquiry.
- Engages every student in grade level appropriate learning experiences that promote performance.
- Listens and interacts effectively with students, parents, colleagues, and community members, respecting diverse perspectives.
- Demonstrates respect for students, colleagues, administrators, and parents.
- Models and reinforces self-discipline and responsibility.
- Works effectively with school colleagues, parents, and the community to support students' learning and well-being.
- Provides professional leadership to establish a culture conducive to learning and student diversity, involves students in the development of a mission and goals that support the school's goals and guide classroom decisions, and uses data for continual improvement.
- Develops and implements a strategic planning system including course, unit and lesson plans.
- Provides opportunities for students to demonstrate appropriate progress toward graduation expectations: knowledgeable, lifelong learner; responsible individual; effective communicator; problem solver; collaborative team worker, and self-directed learner.
- Provides students and parents with timely data for improvement in student achievement.
- Uses formal and informal assessment strategies to determine whether students have achieved high standards and modifies instructional strategies as needed to maximize achievement.
- Understands how students learn and provides learning opportunities that support intellectual, social, and personal development of diverse learners.
- Establishes and maintains a safe and secure classroom environment.
- Manages student misconduct promptly and resolves conflict and crises effectively.
- Promotes independent and collaborative work ethic.
- Develops and manages human resources within the classroom by maintaining a professional development plan and engaging in professional development activities, recognizing students and parents for contributions to goal achievement.
- Uses teaching and learning strategies that reflect each student's culture, learning styles, special needs, and socioeconomic background.
- Seeks resources necessary to achieve classroom and school goals, such as; course materials that match the reading level of students.
- Uses classroom processes that support effective teaching and learning to promote high student achievement, designing lessons to promote all students engaged in learning all the time through such strategies as active learning, hands-on application, and teacher-student and student-student conversations about the learning.
- Uses appropriate technology in teaching and learning processes.
- Demonstrates positive classroom results and trends.
- Performs other related duties as required.

Minimum Qualifications:

Bachelor's degree from a fully accredited college or university. Possession of, or eligibility for, a Florida teaching certificate for the level and subject area to be taught. Preferred FL certification are the Elementary Education and/or the Middle Grades Integrated Curriculum (grades 5-9) licenses.

Salary and Benefits:

Salary is set by the Board of Directors during the annual budgeting process. Teachers are allowed ten Personal Time Off days per year. Benefits shall be paid monthly at a rate of 15.5% of salary during the year.



PINELLAS PREPARATORY ACADEMY, INC.

JOB DESCRIPTION

ART TEACHER

Major Function

This position has responsibility for designing significant learning experience in art for the individual child. These experiences include the development of the student's perceptual and community skills through the use of visual art. The teacher is expected to understand and demonstrate effective student instruction and assessment to maximize educational achievement for all students; work collaboratively to ensure a working and learning climate for all students that is safe, secure and respectful. Implementing strategies to reach the multiple intelligences of students through creative lessons is required.

Duties and Responsibilities:

- Plans, in cooperation with other staff members, a program, which includes the of art objectives in the Sunshine State Standards.
- Guides the students to visualize, understand, appreciate, interpret, and enhance artistic values in their daily lives.
- Encourages the students to develop their own creativity rather than imposing upon them any style or adult standard.
- Encourages and promotes the coordination of art with other subject areas in the curriculum.
- Assists in planning, preparing, and presenting programs, exhibits, field trips, and festivals for the individual school or on an area or county level.
- Plans a sequential program in art concepts by identifying, implementing, and evaluating concepts appropriate to the child.
- Plans in-depth experiences for special groups or individuals based on student need.
- Holds individual and group conferences with classroom teachers in preparing and evaluating a planned long-range program.
- Assists the principal and staff in inventorying, organizing, ordering, and caring for art materials.
- Develops a climate and culture of openness, fairness, mutual respect, support and inquiry.
- Listens and interacts effectively with students, parents, colleagues, and community members, respecting diverse perspectives.
- Demonstrates respect for students, colleagues, administrators, and parents.
- Models and reinforces self-discipline and responsibility.
- Develops and implements a strategic planning system including course, unit and lesson plans.
- Provides students and parents with timely data for improvement in student achievement.
- Promotes independent and collaborative work ethic.
- Establishes and maintains a safe and secure classroom environment.
- Manages student misconduct promptly and resolves conflict and crises effectively.
- Works effectively with school colleagues, parents, and the community to support students' learning and well-being.
- Performs other related duties as required.

Minimum Qualifications:

Bachelor's degree from an accredited college or university. Certification and competency in art education, K-12. Understanding and knowledge of child development.

Salary and Benefits:

Salary is set by the Board of Directors during the annual budgeting process. Teachers are allowed ten Personal Time Off days per year. Benefits shall be paid monthly at a rate of 15.5% of salary during the year.



PINELLAS PREPARATORY ACADEMY, INC.

JOB DESCRIPTION

MUSIC TEACHER

Major Function

This is an instructional position with responsibility for establishing music as a vital living experience in the life of each child. The teacher is expected to understand and demonstrate effective student instruction and assessment to maximize educational achievement for all students; work collaboratively to ensure a working and learning climate for all students that is safe, secure and respectful. Implementing strategies to reach the multiple intelligences of students through creative lessons is required.

Duties and Responsibilities:

- Plans a program that incorporates and teaches the Sunshine State Standards.
- Guides the student to enjoy, appreciate and interpret music in his/her daily life.
- Encourages and assists the student to acquire skills in music through a series of sequential experiences.
- Encourages the student to develop his/her own creativity by providing opportunities for creativity in each experience area.
- Encourages and promotes the coordination of music with other subject areas in the curriculum.
- Determines the materials to be used in instruction and plans the best methods for presenting them.
- Assists in planning, preparing, and presenting programs, field trips, and festivals for the school.
- Evaluates the student's performance in music.
- Plans in-depth experiences for special groups or individuals based on student needs.
- Assists the principal and staff in inventorying, organizing, ordering, and caring for music materials and equipment.
- Maintains students grades
- Develops a climate and culture of openness, fairness, mutual respect, support and inquiry.
- Listens and interacts effectively with students, parents, colleagues, and community members, respecting diverse perspectives.
- Demonstrates respect for students, colleagues, administrators, and parents.
- Models and reinforces self-discipline and responsibility.
- Develops and implements a strategic planning system including course, unit and lesson plans.
- Provides students and parents with timely data for improvement in student achievement.
- Promotes independent and collaborative work ethic.
- Establishes and maintains a safe and secure classroom environment.
- Manages student misconduct promptly and resolves conflict and crises effectively.
- Works effectively with school colleagues, parents, and the community to support students' learning and well-being.
- Performs other related duties as required.

Minimum Qualifications:

Bachelor's degree from an accredited college or university. Certification and competency in music education, K-12. Understanding and knowledge of child development.

Salary and Benefits:

Salary is set by the Board of Directors during the annual budgeting process. Teachers are allowed ten Personal Time Off days per year. Benefits shall be paid monthly at a rate of 15.5% of salary during the year.



PINELLAS PREPARATORY ACADEMY, INC.

JOB DESCRIPTION

PHYSICAL EDUCATION / HEALTH TEACHER

Major Function

Instructional position responsible for conducting, planning and organizing a sound physical education and health program in an intermediate elementary and middle school. The teacher is expected to understand and demonstrate effective student instruction and assessment to maximize educational achievement for all students; work collaboratively to ensure a working and learning climate for all students that is safe, secure and respectful. Implementing strategies to reach the multiple intelligences of students through creative lessons is required.

Duties and Responsibilities:

- Coordinates program which meets the requirements of the Sunshine State Standards for physical education and health standards.
- Plans for and directs the physical education program.
- Recommends the purchase of physical education supplies and equipment.
- Participates in in-service programs for physical education and/or health specialists.
- Works with the principal to establish schedules.
- Develops a climate and culture of openness, fairness, mutual respect, support and inquiry.
- Listens and interacts effectively with students, parents, colleagues, and community members, respecting diverse perspectives.
- Demonstrates respect for students, colleagues, administrators, and parents.
- Models and reinforces self-discipline and responsibility.
- Develops and implements a strategic planning system including course, unit and lesson plans.
- Provides students and parents with timely data for improvement in student achievement.
- Promotes independent and collaborative work ethic.
- Establishes and maintains a safe and secure classroom environment.
- Manages student misconduct promptly and resolves conflict and crises effectively.
- Works effectively with school colleagues, parents, and the community to support students' learning and well-being.
- Performs other related duties as required.

Minimum Qualifications:

Bachelor's degree from an accredited college or university. Certification and competency in Physical Education and Health. Understanding and knowledge of child development.

Salary and Benefits:

Salary is set by the Board of Directors during the annual budgeting process. Teachers are allowed ten Personal Time Off days per year. Benefits shall be paid monthly at a rate of 15.5% of salary during the year.



PINELLAS PREPARATORY ACADEMY, INC.

JOB DESCRIPTION

GIFTED / ESE SPECIALIST

Major Function

Responsible for the educational leadership of students placed in exceptional education programs, including gifted students and students with disabilities. The specialist is expected to understand and demonstrate the use of the school's curriculum, student instruction and assessment to maximize educational achievement for all students; work collaboratively to ensure a working and learning climate for all students that is safe, secure and respectful. Implementing strategies to reach the multiple intelligences of students through creative lessons is required.

Duties and Responsibilities:

- Works cooperatively with assigned county staffing specialist and ADAPT (Admissions Diagnostics and Placement Team) to initiate and complete pre-referrals for ESE, utilizing pre and post test assessments, interventions and observations in areas of concern.
- Works cooperatively with parents and teachers to identify students sited as potentially eligible for Gifted Program services. Conduct screenings to determine need for further evaluation for eligibility; collects characteristics data and administers Kaufman Brief Intelligence Testing. Develops appropriate Individual Educational Plans (IEPs), Gifted Educational Plans (EPs) or Academic Improvement Plans (AIPs), and Behavior Success Plans (BSPs), including determining present levels of performance, annual goals, and benchmarks or short-term objectives.
- Collects student performance data and reports student progress toward IEP/EP goals.
- Supports general education teachers in implementing appropriate accommodations or enrichment/acceleration strategies.
- Schedules and conducts IEP/EP meetings with parents and appropriate school and agency personnel. Completes matrix of services if required.
- Maintains and/or oversees specialized therapists' (i.e. SP, OT) maintenance of ESE case management records.
- Regularly reviews and provides updated information for SASI.
- Reports Full Time Equivalency (FTE) accurately.
- Participates in eligibility determination meetings.
- Serves as Local Education Agency (LEA) Representative, if designated by administrator.
- Participates in Professional Development activities relating to performing job responsibilities.
- Demonstrates knowledge of Individuals with Disabilities Education Act (IDEA) and implements all requirements.
- Demonstrates knowledge of Special Diploma Sunshine State Standards (SDSSS) and Alternate Assessment.
- Plans and delivers instruction designed to assist students with disabilities in mastering the Sunshine State Standards.
- Plans and develops curricula designed to address the Sunshine State Standards for Gifted Students and delivers instruction that effectively challenges their higher level thinking skills.
- Assists in the development of appropriate interventions for students suspected of having a disability.
- Participates in developing Functional Behavior Assessments (FBAs) and implementing Behavior Improvement Plans (BIPs) for students with disabilities.
- Participates in Manifestation Determination meetings.
- Supervises teacher assistant in providing instruction for students, as required.
- Consults regularly with school administrators on ESE issues.
- Performs other related duties as assigned.

Minimum Qualifications:

Bachelor's degree from a fully accredited college or university. Possession of, or eligibility for, a Florida Educators certificate required by the Florida Department of Education (ESE, EH, EMH, MH, MR or SLD, and a Gifted endorsement). This includes both certification in the appropriate exceptional student area(s) and any content certification required by No Child Left Behind (NCLB).

Salary and Benefits:

Salary is set by the Board of Directors during the annual budgeting process. Teachers are allowed ten Personal Time Off days per year. Benefits shall be paid monthly at a rate of 15.5% of salary during the year.



PINELLAS PREPARATORY ACADEMY, INC.

JOB DESCRIPTION

EDUCATIONAL ASSISTANT

Major Function

Performs instructional support work assisting classroom teachers in general clerical and administrative tasks as well as in certain daily classroom activities. Implements goals and objectives established by certified teachers and works directly with children to that end. Work is performed under close supervision of a classroom teachers and administrators and is reviewed in progress and upon completion.

Duties and Responsibilities:

- Carries out clerical duties related to classroom teaching
- Prepares instructional materials based on teacher directions
- Assists with attendance reports, class reports; collects and accounts for monies
- Grades homework and tests based on teacher instructions
- Maintains supplies and equipment for classroom use
- Monitors students
- Files records and materials
- Types from rough drafts or final copy
- Escorts children to classes or specialized functions
- Performs related work as required
- Demonstrates respect for students, colleagues, administrators, and parents.
- Models and reinforces self-discipline and responsibility.
- Works effectively with school colleagues, parents, and the community to support students' learning and well-being.
- Performs other related duties as required.

Minimum Qualifications:

Graduation from high school or possession of a GED, plus one (1) year of experience with children.

Salary and Benefits:

Salary is set by the Board of Directors during the annual budgeting process. Time off is accrued at an initial rate of .042017 per hour worked. Benefits shall be paid monthly at a rate of 15.5% of the average pay received during the year. This is a 10-month position, which begins five days prior to students returning from summer vacation and extends approximately 3-days after students leave.



PINELLAS PREPARATORY ACADEMY, INC.

JOB DESCRIPTION

MAINTENANCE

Major Function

Performs moderately heavy routine manual work in housekeeping and janitorial cleaning tasks within the facility. Performs semi-skilled and skilled manual work by performing preventative maintenance tasks, general maintenance tasks and repair of building, equipment and systems involving a wide variety of trade areas. Work is performed under independently and reviewed through results obtained.

Duties and Responsibilities:

- Scrubs, mops, waxes floors; dusts and polishes furniture, washes windows, woodwork, toilets, blinds, washrooms, fixtures and related items.
- Empties waste baskets; takes trash to designated areas for disposal.
- Applies knowledge of cleaning materials and equipment used in janitorial work in public buildings.
- Follows instructions and deals courteously with others.
- Performs strenuous tasks on a daily basis, including routine heavy lifting.
- Applies knowledge of multi-trades areas in preventative maintenance, general repair, and minor construction duties involving school building structures; heating/air conditioning, electrical and plumbing systems; and related interior/exterior equipment and furnishings.
- Diagnoses problems for referral to a higher skilled maintenance trade when necessary.
- Performs emergency repairs such as removing and replacing broken glass or securing openings when necessary, unstopping toilets, unclogging drain and sewage lines, stopping leaks.
- Applies knowledge of electrical repair and necessary safety precautions in performing duties such as repairing broken wires, replacing light switches and electrical outlets and changing ballasts.
- Utilizes plumbing knowledge in the maintenance and repair of plumbing fixtures such as replacing washers and valve stems and rebuilding flushometers.
- Maintains a maintenance log of projects to be completed and works on them during available times.
- Sets priorities based on maintaining a safe and sanitary environment for the welfare of the students.
- Applies knowledge of standard tools, materials, equipment, and methods of multi-trades areas in the performance of daily work assignments; cleans tools and work area upon completion of project.
- May participate in general building upkeep such as painting and removal of graffiti from exterior and interior structures.
- May be required to act as liaison with outside.
- Performs related work as required.

Minimum Qualifications:

Graduation from a standard high school or possession of a GED. Previous school experience preferred. Skilled person able to handle multiple tasks and assignments.

Salary and Benefits:

Salary is set by the Board of Directors during the annual budgeting process. Time off is accrued at an initial rate of .042017 per hour worked. Benefits shall be paid monthly at a rate of 15.5% of the average pay received during the year. This is a 12-month position, full time while students are present, and 20-hours per week while students are not present.