

SCHOOL DISTRICT OF ESCAMBIA COUNTY

JOB DESCRIPTION

DIRECTOR I - WORKFORCE EDUCATION

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution.
- (2) Certification as a Vocational Education Director.
- (3) Minimum of five (5) years successful teaching experience.
- (4) Minimum of three (3) years administrative or supervisory experience at the District or school level.
- (5) Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the principalship and related responsibilities. Knowledge of current research in education. Awareness of trends in education. Knowledge of Florida law, Department of Education rules, School Board rules and administrative guidelines as they pertain to Applied Technology and Adult Education. Communicate effectively, both orally and in writing with all educational professionals and the community. Ability to manage and utilize time effectively. Ability to manage stress. Positive interpersonal skills. Knowledge of current job needs in community and state. Ability to interpret and utilize data.

REPORTS TO:

Assistant Superintendent - Curriculum, and Instruction

JOB GOAL

To provide administrative leadership in the development, implementation and evaluation of career education curricula, workforce development initiatives and transition methodologies for students' articulation to post-secondary education / training and/or employment.

SUPERVISES:

Specialist – Career and Technical Education – Family and Consumer Science and Health Science Education
Specialist – Career and Technical Education – Business Technology Education
Specialist – Tech Prep, Career Education, Technology Education and Public Service Education
Special Center Principal – George Stone Career Center and Dixon Educational Center
Office Support Staff

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Develop staffing budgets for Adult Education based on performance-based funding.
- * (2) Assist in developing guidelines for disseminating information relative to legislative and school-based mandates.
- * (3) Assist parents in working with schools to resolve problems affecting student achievement.
- * (4) Encourage, collect and disseminate data in format helpful to schools.
- * (5) Provide data essential to schools in developing school improvement initiatives.
- * (6) Assist principals in solving problems which involve the implementation of policies and guidelines.
- * (7) Receive and act on leave requests submitted by members of the department.

DIRECTOR I – CAREER AND TECHNICAL EDUCATION AND ADULT EDUCATION (Continued)

Inter / Intra-Agency Communication and Delivery

- * (8) Provide information to outside agencies, parent groups and professional organizations for improved understanding of department goals.
- * (9) Provide information, data and other communications to School Board at regular intervals and/or as requested.
- *(10) Keep Superintendent and his staff informed of departmental needs, shortcomings and achievements.
- *(11) Work with businesses and vocational entities in the community; i.e., mentors, vocational committees, and others.
- *(12) Be available to civic organizations as an educational resource person, particularly as it relates to technical and adult education.

Professional Growth and Improvement

- *(13) Provide or recommend workshops, seminars and conferences where staff members can access skills, techniques and ideas which provide for greater effectiveness.
- *(14) Attend workshops, conferences and seminars which lead to self-improvement.
- *(15) Recommend to Staff Development programs which teachers and principals have requested through the needs assessment process.

Systemic Functions

- *(16) Set priorities and goals for the department through discussions with members of the department.
- *(17) Interact with principals to assist in developing program goals and evaluation.
- *(18) Develop FTE projections in collaboration with Finance Department.
- *(19) Review staffing patterns to reflect student population and budget.
- *(20) Define guidelines for school site personnel to incorporate in the development of School Improvement Plans.
- *(21) Facilitate state audits by working with all staff members of staff involved.
- *(22) Serve on District committees as assigned.
- *(23) Assist school-based administrators in conflict resolution.
- *(24) Complete all reports accurately and submit reports in a timely manner.
- *(25) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- (26) Perform other incidental tasks consistent with the goals and objectives of this position.

Leadership and Strategic Orientation

- *(27) Observe and interact with other supervisory personnel in developing goals and evaluating performance annually.
- *(28) Provide leadership in developing and reviewing District policies.
- *(29) Review and revise the Pupil Progression Plan.
- *(30) Review and revise curriculum in light of current trends in technology and adult education.
- *(31) Develop and administer departmental budgets.
- *(32) Include all stakeholders in the decision-making process.

DIRECTOR I – CAREER AND TECHNICAL EDUCATION AND ADULT EDUCATION (Continued)

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 10

*Essential Performance Responsibilities

Administrative Salary Schedule – Pay Grade 3

Date of Board Approval: August 21, 2001

Date of Revision: August 15, 2006