

SCHOOL DISTRICT OF ESCAMBIA COUNTY

JOB DESCRIPTION

SPECIALIST – WORKFORCE EDUCATION

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution in a career or technical education area.
- (2) Master's Degree from an accredited educational institution in Educational Leadership, Curriculum and Instruction or Administration and Supervision.
- (3) Currently hold or be eligible for Florida certification.
- (4) If applicable, meet the Department of Children and Families requirements for Child Care Owner/Operator/Administrator.
- (5) Minimum of five (5) years successful teaching experience.
- (6) 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 applicable federal and state statutes, District policies and related curriculum frameworks. Ability to plan, organize and prioritize activities. Ability to communicate effectively, both orally and in writing. Knowledge of budget management, contract writing and technical writing. Possess collaborative skills.

REPORTS TO:

Director II—Workforce Education

JOB GOAL

To provide information, resources, training and support for effective strategies and technologies for the quality education of students.

SUPERVISES:

School-based instructional personnel in applicable Workforce Education areas.

PERFORMANCE RESPONSIBILITIES:

- * (1) Assist in the selection and organization of instructional materials and teaching aides.
- * (2) Requisition equipment and supplies necessary for the effective operation of the Workforce Education programs / classes.
- * (3) Develop and administer annual budgets for areas of assignment.
- * (4) Facilitate requisition of materials, supplies, equipment and stipends/salaries for assigned programs and related personnel.
- * (5) Develop responses to state and federal "Request for Proposal" related to workforce Education grants.
- * (6) Organize community business and industry groups for involvement in Workforce Education initiatives for Kindergarten – Twelve (K-12) schools.

SPECIALIST – WORKFORCE EDUCATION (Continued)

- * (7) Assist K-12 schools in the development of Workforce Education curriculum and initiatives.
- * (8) Assist K-12 schools in obtaining Workforce Education-related guest speakers and presentations.
- * (9) conduct business and industry surveys for determining occupational training needs and potential placement of students in job shadowing, internships and permanent employment.
- * (10) Assist schools in the development of advisory committees for Workforce Education activities.
- * (11) Provide K-12 classroom presentations on career preparation.
- * (12) Provide for the security and inventory of the property in areas of responsibility.
- * (13) Conduct teacher meetings and conferences.
- * (14) Assist in the planning and developing of facilities.
- * (15) Negotiate contracts with local agency representatives and/or private business owners related to assignment.
- * (16) Work closely with community college staff to develop articulation plans.

Inter / Intra-Agency Communication and Delivery

- * (17) Work closely with personnel from post-secondary institutions to develop articulation agreements in the program areas supervised.
- * (18) Work with Facilities Planning in planning new facilities for the program areas supervised.
- * (19) Respond to inquiries and concerns in a timely manner.
- * (20) Keep supervisor informed of potential problems or unusual events.
- * (21) Disseminate information and current research to appropriate personnel.
- * (22) Interact with parents, outside agencies, businesses and the community to enhance understanding of District initiatives and priorities and to elicit support and assistance.

Professional Growth and Improvement

- * (23) Survey latest equipment and attend workshops to keep alert to new developments in technology.
- * (24) Plan, coordinate and evaluate Workforce Education inservice training programs.
- * (25) Train instructors in sound principles of class organization and management.
- * (26) Maintain membership in and participate in professional associations.
- * (27) Attend conferences, workshops and state meetings as a representative of the District.
- * (28) Conduct instructor surveys for inservice needs related to Workforce Education implementation.
- * (29) Develop annual goals and objectives consistent with and in support of District goals and priorities.

Systemic Functions

- * (30) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- * (31) Serve on District, state or community councils or committees as assigned or appropriate.
- * (32) Represent, consistently, the District in a positive and professional manner.
- * (33) Serve as district facilitator for school improvement.
- * (34) Perform other incidental tasks consistent with the goals and objectives of this position.

SPECIALIST – WORKFORCE EDUCATION (Continued)

Leadership and Strategic Orientation

- * (35) Provide leadership and guidance in the development of annual goals and objectives for assigned programs.
- * (36) Provide oversight and direction for cooperative planning and other agencies.
- * (37) Set high standards and expectations for self and others.
- * (38) Assist in the development of the District's Strategic Plan.
- * (39) Serve as a member of the District's Curriculum and Instruction team for school improvement through planning and implementing multi-level District projects.
- * (40) Facilitate problem solving by individuals or groups.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as need to move objects.

TERMS OF EMPLOYMENT:

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

*Essential Performance Responsibilities

ADMINISTRATIVE SALARY SCHEDULE – PAY GRADE 12

Date of Board Approval: August 15, 2006

*Essential Performance Responsibilities