

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

DIRECTOR, SARASOTA COUNTY TECHNICAL INSTITUTE

SALARY SCHEDULE: PRINCIPAL – HIGH SCHOOL LEVEL

COST CENTER: SARASOTA COUNTY TECHNICAL INSTITUTE (0391)

QUALIFICATIONS:

- (1) Master's Degree or higher from an accredited educational institution.
- (2) Must obtain certification as Local Vocational Director within the first two years of employment.
- (3) Florida Certification in Administration and Supervision or Educational Leadership required.
- (4) Minimum of five (5) years school experience.
- (5) Minimum of three (3) years experience as a school administrator, administrative intern or similar leadership experience of equal duration.
- (6) Minimum of 3 years of experience in the field of career and technical education.
- (7) Experience in managing fee-supported programs/continuing education programs.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to serve students of varying ages. Working knowledge of principles of both pedagogy and theories of secondary and adult student learning. Demonstrated abilities in fiscal management. Effective working relationships with community resources – workforce development, economic development, customized training. Ability to develop effective working relationships with staff members and the collective bargaining personnel. Ability to work effectively in a multi-ethnic environment. Ability to use a participatory management style and consensus building approach. Ability to delegate and empower staff. Ability to plan, organize and prioritize activities related to assignments. Knowledge of federal, state and local laws, rules and policies related to assigned responsibilities. Knowledge of current trends, best practices and research related to workforce development education. Ability to read, interpret and enforce the State Board rules, Code of Ethics, School Board policies and appropriate state evaluation procedures. Experience in and knowledge of SACS and COE accreditation requirements and procedures. Ability to use effective public speaking skills, group dynamics, interaction and problem-solving skills. Ability to communicate effectively, both orally and in writing. Ability to market SCTI through a professional image and presentation of the school's value to the community.

REPORTS TO:

Director of Career and Technical Education

SCTI MISSION STATEMENT

The mission of SCTI is to contribute to the life-long learning needs of the entire Sarasota County community by providing state-of-the-art, high quality, market and workforce-driven technical education and training.

JOB GOAL

To actualize the school's mission and vision to ensure an environment conducive to teaching and learning for students of all ages.

SUPERVISES:

Administrative, Instructional and Service Personnel as assigned

PERFORMANCE RESPONSIBILITIES:

DIRECTOR, SARASOTA COUNTY TECHNICAL INSTITUTE (Continued)

- * (1) Develop and implement a school improvement plan to align the curriculum to meet the instructional needs of the students served by the school.
- * (2) Conduct needs assessment on a regular basis.
- * (3) Monitor the delivery of instruction and provide assistance to teachers.
- * (4) Secure appropriate resources to meet the demands of the curriculum.
- * (5) Build a culture that supports learning and encourages innovation.
- * (6) Interpret and use data to improve student performance and to utilize effectively the school's financial and personnel resources.
- * (7) Assist employees in developing and securing staff development for improving performance.
- * (8) Establish and implement a safe orderly school plan.
- * (9) Monitor campus facilities to ensure safe, clean facilities and well-kept grounds.
- * (10) Develop and implement clear, consistent discipline guidelines and disciplinary action.
- * (11) Involve the school community in the decision-making process at appropriate levels.
- * (12) Communicate the vision, mission and goals of the school and promote a professional image of the school.
- * (13) Provide focus on high standards and priorities of the school.
- * (14) Implement effective communication procedures with parents, students and staff.
- * (15) Promote feelings of pride and positive public relations regarding the school.
- * (16) Develop and maintain the budget within State guidelines and District policies.
- * (17) Monitor and facilitate a system of procuring materials, supplies and equipment.
- * (18) Administer the allocation of resources and maintain appropriate records.
- * (19) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- * (20) Select qualified instructional and non-instructional staff.
- * (21) Assist in the interpretation of programs, philosophy and policies of the District to staff, students and the community.
- * (22) Interact with parents, outside agencies, business and community to enhance understanding of District initiatives and priorities and to elicit support and assistance.
- * (23) Serve as liaison to local businesses and industry in determining and facilitating workforce development needs.
- * (24) Respond to inquiries or concerns in a timely manner.
- * (25) Keep the Director of Career and Technical Education or District Supervisor informed of potential problems or unusual events.
- * (26) Disseminate information and current research to appropriate personnel.
- * (27) Keep well informed about current trends and best practices in areas of responsibility.
- * (28) Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
- * (29) Promote and support professional growth for self and others.
- * (30) Develop annual and long-range goals, objectives and action plans for school improvement and student achievement. Goals must be consistent with and in support of District goals and priorities.
- * (31) Maintain a network of peer contacts through professional organizations.
- * (32) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
- * (33) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- * (34) Serve on District, state or community councils or committees as assigned or appropriate.
- * (35) Represent, consistently, the District in a positive and professional manner.
- * (36) Provide leadership and direction for the assigned areas of responsibility.
- * (37) Provide leadership and guidance in the development of annual goals and objectives for assigned department or program.
- * (38) Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- * (39) Provide oversight and direction for cooperative planning with other agencies.
- * (40) Set high standards and expectations for self and others.

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- *(41) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- *(42) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- *(43) Facilitate problem solving by individuals or groups.
- *(44) Develop and maintain professional relationships with local business and industry groups and the Workforce Development Board in order to remain current and responsive to the workforce development needs of the community.
- *(45) Work with the Shared Decision Making Team and the School Advisory Council to develop the budget, school policies, the School Improvement Plan and the continuous evaluation of programs for fiscal viability and relevance to the workforce needs of the community.
- *(46) Understand the complexity of grant resources – application, monitoring, documentation and reporting in line with Federal, State and District rules, policies and procedures.
- *(47) Demonstrate knowledge of financial aid rules and regulations for adult students.
- *(48) Utilize data to make decisions, analyze performance data, climate survey data, fiscal data and demographic data to allocate resources.
- *(49) Exhibit a proactive orientation related to SCTI programs tied to secondary school and community needs.
- (50) Perform other incidental tasks consistent with the goals and objectives of this position.
- *(51) Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

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