

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

EXECUTIVE DIRECTOR, WORKFORCE DEVELOPMENT, APPLIED TECHNOLOGY AND COMMUNITY EDUCATION

SALARY SCHEDULE: ADMINISTRATIVE – A

COST CENTER: WORKFORCE DEVELOPMENT, APPLIED TECHNOLOGY AND COMMUNITY EDUCATION

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution with an emphasis in vocational education.
- (2) Minimum of two (2) years management experience in vocational and adult education.
- (3) Minimum of three (3) years classroom teaching experience.
- (4) Possess Florida Vocational Director Certification.

KNOWLEDGE, SKILLS AND ABILITIES:

Possess strong management and leadership skills. Ability to communicate effectively, both orally and in writing. Ability to work effectively in a multi-ethnic environment. Knowledge of county, state and federal laws, regulations and policies affecting secondary, vocational and workforce development. Knowledge of the current theories, techniques and methodologies of vocational, adult and community educational development and the sources of funding. Knowledge of budget development, implementation, monitoring and evaluation.

REPORTS TO:

Associate Superintendent Instructional Support Services

JOB GOAL

To plan, implement and evaluate effective adult, post-secondary and secondary workforce developments and community education program offerings.

SUPERVISES:

Supervisor Applied Technology and Adult Education Consultant
 Director, Sarasota County Technical Institute Secretary
 Principal, Adult High School
 Students with Disabilities and School to Work Specialist

PERFORMANCE RESPONSIBILITIES:

- * (1) Direct the establishment of policies, procedures, regulations and processes governing the functions of Applied Technology and Adult Education.
- * (2) Assure that all department policies are consistent with federal, state and District guidelines.
- * (3) Ascertain that applied technology operations are coordinated with the operations of other District departments.
- * (4) Interpret and develop the role of the Adult and Community Education Center and the Technical Institute.
- * (5) Work with the School Advisory Councils to accomplish mission and goals.
- * (6) Work in conjunction with other agencies to facilitate programs and services.
- * (7) Direct the functions of District and departmental personnel in effectively completing assigned responsibilities.
- * (8) Interview and recommend new and replacement personnel as requested.

**EXECUTIVE DIRECTOR, WORKFORCE DEVELOPMENT,
APPLIED TECHNOLOGY AND COMMUNITY EDUCATION (Continued)**

- * (9) Assist with and support professional growth and development for personnel and community representatives.
- *(10) Oversee workforce development and adult general curriculum.
- *(11) Provide for continuous education for marketable skills for students.
- *(12) Coordinate and articulate the services and programs with all District divisions.
- *(13) Implement periodic needs assessment within the school community and the community at large.
- *(14) Ascertain that the departmental curriculum is kept current with contemporary trends and changes.
- *(15) Disseminate information to the public concerning all departmental goals, programs, opportunities and achievements.
- *(16) Coordinate the District-wide school-to-work initiatives.
- *(17) Develop the division budget and monitor expenditures in conformance with authorized funding, including vocational equipment budgets at all secondary schools.
- *(18) Oversee the expenditures of federal and state projects and grants to ensure that all are in compliance with the objectives of the grant.
- *(19) Prepare the final reports on all projects.
- *(20) Prepare FTE projections, workforce development projections, the budget for programs / departments and the budgets for fee-supported programs.
- *(21) Administer expenditures in conformance with authorized funding and budgeting requirements.
- *(22) Work with principals at individual schools to assure that they are in compliance with local, state and federal policies / laws.
- *(23) Oversee all of the schools' accreditation with regional, national and professional accreditation agencies.
- *(24) Supervise jobs for Florida Graduates and Career Advisors programs.
- *(25) Formulate and circulate dropout prevention information to media and community related to workforce development, vocational and community education.
- *(26) Maintain good working relationships with local community, neighboring school districts and all state agencies.
- *(27) Direct the use of a distributed learning model in the District, including Instructional Television services and T. V. Channel.
- *(28) Produce an organizational plan incorporating technology in all aspects of the curriculum.
- *(29) Represent the District in all community workforce development efforts.
- *(30) Coordinate activities with other governmental agencies for T. V. Channel public access.
- *(31) Interpret and monitor related legislation, regulations, policies and procedures for District and school staff and the public.
- *(32) Develop and support consortium and business partnerships.
- *(33) Model and maintain high ethical standards.
- *(34) Maintain confidentiality regarding school and District matters.
- *(35) Keep the Superintendent informed of potential problems or unusual events.
- *(36) Respond to inquiries and concerns in a timely manner.
- *(37) Prepare all required reports and maintain all appropriate records.
- *(38) Demonstrate support for the School District and its goals and priorities.
- *(39) Perform other incidental tasks consistent with the goals and objectives of this position.
- *(40) Represent the district in all community workforce development efforts.
- *(41) 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:

**EXECUTIVE DIRECTOR, WORKFORCE DEVELOPMENT,
APPLIED TECHNOLOGY AND COMMUNITY EDUCATION (Continued)**

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