

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

SUPERVISOR

SALARY SCHEDULE: ADMINISTRATIVE D

COST CENTER: ADULT AND COMMUNITY EDUCATION CENTER

QUALIFICATIONS:

- Florida Teacher Certification
- Experience working with students with special needs
- Experience in Adult General Education

KNOWLEDGE, SKILLS AND ABILITIES:

Verifiable experience in working with students having special needs. Familiar with technology. Demonstrates flexibility and sensitivity to staff and student needs. Demonstrates evidence of communication, facilitation and leadership skills. Knowledge and experience in Adult General Education.

REPORTS TO:

School Principal

JOB GOAL

Responsible for the development, implementation, coordination and day-to-day operation of GED-Exit Option program, including on-going curriculum development. Supervise and provide administrative support to existing staff in ESOL and Adult Enrichment programs and staff as well as assuming other school-wide duties, as assigned.

SUPERVISES:

Adult Education Programs.

PERFORMANCE RESPONSIBILITIES:

- *(1) Review curriculum and identify any additional curriculum needs and develop/direct curriculum projects to enhance instruction.
- *(2) Research and review Exit-Option programs and techniques in order to develop, implement, evaluate and maintain a GED Exit-Option program. Furthermore, research and utilize best practices information in the development, implementation, evaluation and maintenance of the program.
- *(3) Provide for the creation and distribution of publicity materials and provide presentations as requested to initiate enrollment in the GED Exit-Option program.
- *(4) Coordinate with high schools to provide student referrals and to solicit support for the Exit-Option program. Create procedures and implement plan to recruit students to the new program.
- *(5) Select and train Exit-Option instructional staff and support staff, when needed, and in-service existing staff to facilitate implementation of the GED Exit-Option program.
- *(6) Become familiar with technology and the tools available to enhance GED Exit-Option opportunities and share information with staff.
- *(7) Counsel with Exit-Option students or provide for appropriate counseling services.
- *(8) Assist in completion of the yearly GED Exit-Option program contract for the district and the school.
- *(9) Create a staff and student handbook for GED Exit-Option.
- *(10) Develop a calendar for class visitations to Adult Enrichment, ESOL and GED Exit-Option education classes. Develop a calendar for staff meetings in the above programs and provide follow-up information to the principal.
- *(11) Develop a calendar of weekly staff meetings to be held with the ESOL facilitator and also a calendar of staff meetings to be held with the Adult Enrichment facilitator and submit those calendars and follow-up information regarding the meetings to the principal.

SUPERVISOR -ACEC (Continued)

- * (12) Create the master schedules and submit additions and corrections as needed to MIS for reporting purposes.
- * (13) Facilitate all necessary paperwork to include: registrations, payroll, attendance sheets, book orders, collection of student fees, and student grades (if appropriate).
- * (14) Provide staff with administrative assistance in problem solving to include: student placements, academic counseling, discipline, staff-to-staff interactions, professional development, etc.
- * (15) Work with staff arranging for substitutes. Serve as a substitute, in emergency situations.
- * (16) Assist in the identification of grant sources and provide assistance with the application, and if awarded, manage the grants/projects fiscally and administratively.
- * (17) Assist the volunteer coordinator with placement and the communication between staff, tutors, volunteers and students.
- * (18) Coordinate the use of facilities with other schools and agencies.
- * (19) Provide administrative support to new and existing ESOL, AE and GED Exit Option programs, including obtaining needed resources.
- * (20) Facilitate the goals of the School Improvement Plan and SAC Action Plan.
- * (21) Participate on school committees.
- * (22) Assist in evaluating assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- * (23) Assist in maintaining inventories of books, equipment and other materials.
- * (24) Facilitate Community Education classes.
- * (25) Assist and coordinate with other ACEC administrators and facilitators to provide program support to all areas of the Adult & Community Education Center.
- * (26) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- * (27) Represent, consistently, the school in positive and professional manner.
- * (28) Provide leadership and direction for the assigned areas of responsibility.
- * (29) Provide leadership and guidance in the development of annual goals and objectives for assigned programs.
- * (30) Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- * (31) Exercise proactive leadership in promoting the vision and mission of the school.
- * (32) Provide oversight and direction for cooperative planning with other agencies.
- * (33) Set high standards and expectations for self and others.
- * (34) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- * (35) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- (36) Perform other incidental tasks consistent with the goals and objectives of this position.
- * (37) 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 work year and hours of employment shall be those established by the District.
 Ability to work evenings, days and weekends.

SUPERVISOR -ACEC (Continued)

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