

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

SUPERVISOR

SALARY SCHEDULE: ADMINISTRATIVE D

COST CENTER: ADULT AND COMMUNITY EDUCATION CENTER (ACEC)

QUALIFICATIONS:

BA/BS required. Teaching experience preferred. Masters Degree in Business or Education preferred. Minimum of three years supervisory/administrative experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Has demonstrated communication, facilitation and leadership skills. Is computer technology literate. Has experience in grant management/administration. Has experience in administering program or school budgets. Has demonstrated evidence of flexibility and sensitivity to staff and student needs. Has demonstrated communication, facilitation and leadership skills.

REPORTS TO:

Executive Director of Secondary Education

JOB GOAL

Is responsible for the development, implementation, coordination and day-to-day operation of Community Education, including adult and senior enrichment programs.

SUPERVISES:

Community Education Program (Fee Supported Programs)

PERFORMANCE RESPONSIBILITIES:

- * (1) Provide administrative support to new and existing Community Education programs, including obtaining necessary resources.
- * (2) Monitor expenditures and administer the budget.
- * (3) Exercise proactive leadership in promoting the vision and mission of the programs.
- * (4) Provide leadership and guidance in the development of annual goals and objectives.
- * (5) Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivery and evaluation of services.
- * (6) Select and evaluate personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- * (7) Prepare and/or oversee the preparation of all required reports and maintain auditable records.
- * (8) Assist in the identification of grant sources and provide assistance with the application. Manage any grants projects both fiscally and administratively.
- * (9) Coordinate the use of facilities with schools and agencies.
- * (10) Oversee the maintenance of inventories of books, equipment and other resources.
- * (11) Demonstrate initiative in identifying potential barriers to, or opportunities for, continuous improvement and take appropriate action.
- * (12) Use appropriate leadership styles and methods to motivate staff, gain commitment and facilitate tasks accomplishment

SUPERVISOR (continued)

- *(13) Research and utilize best practices.
- *(14) Provide professional development.
- *(15) Set high standards and expectations for self and others.
- *(16) Develop and execute a marketing plan.
- *(17) Provide continuous review and evaluation of program offerings to determine how they are meeting community needs.
- *(18) Develop a process for ongoing communication with community organizations to assess service needs.
- *(19) Participate on related committees and assume lead in organizing and maintaining a Community Education Program Advisory Committee (PAC).
- (20) Perform all other incidental tasks consistent with the goals and objectives of this position.
- *(21) 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.

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