

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### EXECUTIVE DIRECTOR, CAREER, TECHNICAL, AND ADULT EDUCATION

**SALARY SCHEDULE: ADMINISTRATIVE – A**

**COST CENTER(S): CAREER AND TECHNICAL EDUCATION (9014)  
SARASOTA COUNTY TECHNICAL INSTITUTE (0391)  
SUNCOAST POLYTECHNICAL HIGH SCHOOL (1391)**

**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 or central office administrator or similar leadership experience of equal duration.
- (6) Minimum of 3 years of experience in the field of career, technical, and adult education.
- (7) Experience in managing fee-supported programs/continuing education programs.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Advanced knowledge of the current theories, techniques, and methodologies of career, technical, and adult education and available sources of program funding. Demonstrated abilities in fiscal management. Effective working relationships with community resources – workforce development, economic development, and other community partners. 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. Experience in the development of a K-Adult CTE curriculum design to include:

- integrated, standards-based curriculum, instruction, and assessment;
- opportunities for CTE and PSAV students to engage in and master rigorous and relevant academic and technical skills in both school and workplace settings;
- emphasis on technological proficiency; and
- career pathways from middle school to high school to post-secondary education and training.

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.

**REPORTS TO:**

Superintendent or designee

<b>JOB GOAL</b>
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To plan, implement, and evaluate effective career, technical and adult education program offerings.
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**SUPERVISES:**

Administrative, Instructional, and Classified Personnel as assigned  
Career and Technical Education Program Specialist

**School Board approved – November 20, 2012 – February 21, 2018**

**EXECUTIVE DIRECTOR, CAREER, TECHNICAL, AND ADULT EDUCATION (Continued)****PERFORMANCE RESPONSIBILITIES:**

- \* (1) Serve as the cost center head for the Sarasota County Technical Institute (SCTI).
- \* (2) Serve as the cost center head for the Suncoast Polytechnical High School (SPHS).
- \* (3) Serve as the cost center head for the district office of Career and Technical Education (CTE).
- \* (4) Develops, evaluates, and recommends new or expanded programs and curricula in career and technical education for K-12 and Adults to meet current and projected workplace needs.
- \* (5) Directs the development of CTE curriculum and career pathways that ensure integration of academic and career technical education with 21<sup>st</sup> Century Skills.
- \* (6) Monitor the delivery of instruction and provide assistance to teachers.
- \* (7) Secure appropriate resources to meet the demands of the curriculum.
- \* (8) Build a culture that supports learning and encourages innovation.
- \* (9) Directs the implementation of programs of study and course offerings that provide students opportunities for program completion, industry certification and funding opportunities for post-secondary education.
- \* (10) Coordinates program offerings and certification based on current and projected local, state and national labor market statistics.
- \* (11) Establish and implement a safe orderly school plan for SCTI and SPHS.
- \* (12) Monitor campus facilities to ensure safe, clean facilities and well-kept grounds.
- \* (13) Develop and implement clear, consistent discipline guidelines and disciplinary action.
- \* (14) Provides ongoing, relevant professional development opportunities for CTE teachers to ensure implementation of best practices in curriculum, instruction, and assessment.
- \* (15) Communicate the vision, mission and goals of the school and promote a professional image of the school.
- \* (16) Maintains current knowledge of District, state, and federal laws, regulations and policies affecting secondary career and technical education and workforce development.
- \* (17) Implement effective communication procedures with parents, students and staff.
- \* (18) Serves as the District contact person for inquiries from school staff, parents and community members.
- \* (19) Develop and maintain the budget within State guidelines and District policies.
- \* (20) Monitor and facilitate a system of procuring materials, supplies and equipment.
- \* (21) Administer the allocation of resources and maintain appropriate records.
- \* (22) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- \* (23) Select qualified instructional and non-instructional staff.
- \* (24) Directs the preparation of applications for Carl Perkins Federal Funds and monitors federal grants, contracts, and state grants for assigned programs.
- \* (25) Oversees the expenditures of federal and state projects and grants to ensure compliance with the objectives and fiscal responsibilities of the grant.
- \* (26) Serve as liaison to local businesses and industry in determining and facilitating workforce development needs.
- \* (27) Respond to inquiries or concerns in a timely manner.
- \* (28) Assists in the recruitment and screening of career and technical education teachers and facilitates beginning teacher activities.
- \* (29) Prepares or supervises all reports required to be filed with appropriate education agencies in connection with assigned programs.
- \* (30) Recommends specifications for new facilities construction/renovation and the purchase of related equipment, materials and supplies.
- \* (31) Works to establish and promote career pathways, District advisory committees, and CTE student organizations (CTSO'S)
- \* (32) Promote and support professional growth for self and others.
- \* (33) 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.
- \* (34) Maintain a network of peer contacts through professional organizations.

**EXECUTIVE DIRECTOR, CAREER, TECHNICAL, AND ADULT EDUCATION (Continued)**

- \* (35) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
- \* (36) Serves as a liaison between the Department of Education, public schools, community colleges, universities, the local business and industry community.
- \* (37) Serve on District, state or community councils or committees as assigned or appropriate.
- \* (38) Develops, supports, and maintains strong community and business educational partnerships.
- \* (39) Exercises proactive leadership to promote the vision and mission of the District.
- \* (40) Uses appropriate styles and methods to motivate, persuade, gain commitment and facilitate task accomplishment.
- \* (41) Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- \* (42) Provide oversight and direction for cooperative planning with other agencies.
- \* (43) Facilitates problem solving by individuals and 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) Maintains confidentiality regarding school and District matters.
- \* (47) Demonstrates support for the school District and its goals and priorities.
- \* (48) Models and maintains high ethical standards.
- \* (49) Exhibit a proactive orientation related to SCTI and SPHS 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