

**SCHOOL DISTRICT OF PUTNAM COUNTY
JOB DESCRIPTION**

DIRECTOR, CAREER AND ADULT EDUCATION 63021

QUALIFICATIONS:

- (1) Master's Degree from an accredited education institution..
- (2) Certification in Educational Leadership.
- (3) Minimum of five (5) years successful teaching and / or administrative experience in a career education area.
- (4) Florida teaching certificate in any area.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of current trends in research in career education programs. Knowledge of group dynamics. Knowledge of federal, State, and District rules, policies, and laws related to career education programs. Demonstrated ability to interact and work well with students, adults and the community. Ability to manage budget, to organize and prioritize, and to implement activities. Demonstrated skill in effective written and oral communications.

REPORTS TO:

Assistant Superintendent for Curriculum & Instruction

JOB GOAL

To provide leadership, coordination, technical assistance, and support in the development and implementation of quality instructional programs to meet the needs of students and the community.

SUPERVISES:

Career and Occupational Specialists
Statistician
Secretary
Supervisor of Adult Education

PERFORMANCE RESPONSIBILITIES:

- * (1) Manage and supervise career education program development, articulation, and evaluation.
- * (2) Disseminate and interpret information on curriculum and District, State, and federal initiatives.
- * (3) Coordinate the writing and submission of grants and other funding proposals.
- * (4) Collect and report data required by the District or State, such as Carl Perkins grant reports and Adult Education.
- * (5) Supervise and monitor special fund expenditures, such as federal or State grants and equipment replacement and repair funds.
- * (6) Coordinate Tech Prep programs.
- * (7) Work with post-secondary institutions to develop articulation agreements.
- * (8) Work closely with advisory councils to maintain effective, up-to-date, applied technology programs.
- * (9) Consult with business and community groups on educational and training needs.
- * (10) Assist schools in the selection and acquisition of instructional materials and equipment.
- * (11) Supervise and monitor compliance with District, State, and federal rules and policies.
- * (12) Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
- * (13) Plan for the timely replacement of instructional equipment.
- * (14) Prepare all required reports and maintain all appropriate records.
- (15) Assist in the development of activities designed to achieve priority goals identified through the District's planning process.
- * (16) Serve as a program consultant to school personnel with assistance in the identification of program needs, selection of appropriate materials and equipment, and in selection of effective teaching strategies.
- * (17) Maintain a close working relationship with school administrators to ensure information exchange, coordination of efforts, and general support for the decision-making process.
- (18) Assist in the development of administrative guidelines for career education programs.
- (19) Assist in maintaining appropriate coordination between career education programs and other programs.
- (20) Provide input in the planning, modification, and construction of school facilities.
- (21) Assist in the development of policies for applied technology programs.
- (22) Assist in the development, implementation, and evaluation of staff development activities.
- (23) Assist in the preparation of the budget for curriculum and instructional areas.

Director, Career and Adult Education 63021 (continued)

- *(24) Act as facilitator to develop and implement competency based instruction, applied instruction, cross-curriculum instruction, authentic assessment techniques and integrated instruction in applied programs.
- *(25) Coordinate the Occupational Specialist Program.
- (26) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently 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.

*Essential Performance Responsibilities

Job Description Supplement Code 7

SALARY LOCATOR: Support Personnel Salary Schedule 4