Program Manager Career & Technical Education

<table>
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<tr>
<th>Department:</th>
<th>Career &amp; Technical Education</th>
<th>Job Code:</th>
<th>1747</th>
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<tbody>
<tr>
<td>FLSA:</td>
<td>☑ Exempt</td>
<td>Salary Schedule:</td>
<td>MGMT 8B</td>
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<tr>
<td>Reports To:</td>
<td>Director, CTE</td>
<td>Work Days:</td>
<td>245</td>
</tr>
<tr>
<td>Board Approved Date:</td>
<td>October 21, 2014</td>
<td>Work Hours:</td>
<td>7.5 hrs/day</td>
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**JOB GOAL:** Responsible for developing, planning, organizing, and coordinating activities related to the District’s career academies and developing partnerships with industry leaders in an effort to provide unique educational opportunities for students.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**
The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Plan, organize, and coordinate activities related to career academies and other career and technology programs.
2. Coordinate development and promotion of the District’s aviation and other academies, including marketing, business development, relationship building, grant management and other activities.
3. Assist with identification and development of academy courses, which may be delivered in multiple counties.
4. Establish and maintain relationships with airports and other businesses to create mutually beneficial partnerships to provide unique opportunities for students.
5. Facilitate internships for students through relationships with various business entities.
6. Manage and monitor grants that support and supplement adult and secondary career and technical education programs.
7. Assist with alignment of curriculum, assessment, and instruction to district goals and state standards.
8. Assist with the preparation and monitoring of all required reports for federal and state reporting.
9. Continuously appraise, evaluate, and make recommendations for change for career and technology programs to provide opportunities for individuals to prepare for gainful employment.
10. Maintain close working relationships with community and state agencies and area businesses, industries, and labor organizations in order to provide training consistent with needs.
11. Assist in obtaining state and federal funds for vocational and technical education programs and monitor related budgets.
12. Assist with development of FTE projections, allocations, and calculations and approving staffing of programs.
13. Assist with the gathering, selecting, and analysis of data related to career and technical education and use results to improve available programs.
14. Respond quickly to emergency situations and serve as a district representative at emergency shelters as determined by the Superintendent.
15. Regional travel required.
16. Perform other duties as assigned.

**MINIMUM REQUIREMENTS:**
Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**KNOWLEDGE, SKILLS & ABILITIES:**
- Ability to establish and maintain collaborative working relationships with all stakeholders
- Knowledge of and ability to understand economic drivers and how they influence the education of students
- Operating knowledge of computer programs, including email, word processing, spreadsheets, and databases
- Ability to communicate effectively with a variety of audiences, orally and in writing, including electronic media
- Ability to organize, prioritize, manage and carry out duties efficiently and within established timeframes

**EDUCATION, TRAINING & EXPERIENCE:**
- Bachelor’s degree in business administration, manufacturing, aviation, or related field.
- Extensive experience in a manufacturing or other business related environment

OR
DISTRICT SCHOOL BOARD OF PASCO COUNTY
JOB DESCRIPTION

• Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities to perform the essential duties and responsibilities of the position

CERTIFICATES, LICENSES, & REGISTRATIONS:
• none

PREFERRED QUALIFICATIONS:
• Experience in business development
• Aviation background
• Education background

SUPERVISORY RESPONSIBILITY: none

PHYSICAL REQUIREMENTS (Describes physical conditions of this position):

☐ Sedentary Work Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

☐ Light Work Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

☐ 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 constantly to move objects.

☐ Heavy Work Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

☐ Very Heavy Work Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

PHYSICAL ACTIVITY:
(Physical activities of the job are listed below and are with or without accommodations for disabilities for this position. Frequency of each applicable activity is noted according to the following: R = Regularly; F = Frequently; O = Occasionally, S = Seldom)

| R | Sitting | Resting with the body supported by the buttocks or thighs. |
| F | Standing | Assuming an upright position on the feet particularly for sustained periods of time. |
| R | Walking | Moving about on foot to accomplish tasks, particularly for long distances. |
| S | Climbing | Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. using feet and legs and/or hands and arms. |
| S | Balancing | Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. |
| S | Bending | Lowering the body forward from the waist. |
| S | Stooling | Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles. |
| S | Kneeling | Bending legs at knee to come to a rest on knee or knees. |
| S | Crouching | Bending the body downward and forward by bending leg and spine. |
| S | Crawling | Moving about on hands and knees or hands and feet |
| S | Twisting | Moving body from the waist using a turning motion. |
| F | Reaching | Extending hand(s) and arm(s) in any direction |
| O | Pushing | Using upper extremities to press against something with steady force in order to thrust forward, downward or outward exerting up to ____ pounds of force. |
| O | Pulling | Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to ____ pounds of force. |
Lifting

Raising objects from a lower to a higher position or moving objects horizontally from position-to-position through the use of the upper extremities and back muscles exerting up to _____ pounds of force.

Finger Dexterity

Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.

Grasping

Applying pressure to an object with the fingers and palm.

Feeling

Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.

Repetitive Motions

Substantial and continuous movements of the wrists, hands, and/or fingers.

Talking

Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.

Hearing Acuity

The ability to perceive speech and other environmental sounds at normal loudness levels.

Visual Acuity

The power to see at a level which allows reading of numbers and text, operations of equipment inspection of machines, etc.

WORKING CONDITIONS:
(Conditions the worker will be subject to in this position with or without accommodations for disabilities. Indicate all that apply to the position with an ‘X’. Please note that there can be more than one condition.)

- Outdoors
  The worker is subject to outside environmental conditions. There is not effective protection from weather conditions such as wind, moisture, sunlight, extreme temperature changes, etc.
- Indoors
  The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.
- Indoors and Outdoors
  The worker is subject to both environmental conditions. Activities occur inside and outside.
- Cold
  The worker is subject to extreme cold. Temperatures are below 32 degrees for periods of more than one hour.
- Heat
  The worker is subject to extreme heat. Temperatures are above 100 degrees for periods of more than one hour.
- Noise
  The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.
- Vibration
  The worker is subject to vibration. There is exposure to oscillating movements of the extremities or whole body.
- Hazards
  The worker is subject to hazards. This includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places and exposure to high heat or chemicals.
- Atmospheric Conditions
  The worker is subject to atmospheric conditions. One or more of the following conditions affect the respiratory systems or the skin: fumes, odors, mists, gases or poor ventilation.
- Oils
  The worker is subject to oils. There is air and/or skin exposure to oils and other cutting fluids.
- Respirator
  The worker is required to wear a respirator.
- None
  The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).
- Other

MACHINES, TOOLS, EQUIPMENT:
(Machines, tools, equipment, electronic devices, vehicles, etc, used in this position.)

General office equipment, including personal computers, fax machines, copiers, telephones, etc. Must be able to provide own transportation for regional travel.

Pasco County School District will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation.