

DISTRICT SCHOOL BOARD OF PASCO COUNTY

JOB DESCRIPTION

SUPERVISOR OF CAREER AND TECHNICAL EDUCATION

QUALIFICATIONS:

- (1) Bachelor's Degree in at least one (1) Vocational Area from an accredited institution.
- (2) Master's Degree in Educational Leadership from an accredited institution.
- (3) Minimum of three (3) years successful teaching experience in vocational programs.

KNOWLEDGE, SKILLS AND ABILITIES:

Exhibit leadership skills. Positive interpersonal skills. Good communication skills (oral and written). Good time management skills. Skill to prioritize. Knowledge of Career and Technical Programs and expectations,. Knowledge of federal, state and local regulations. Knowledge of budgetary processes.

REPORTS TO:

Director of Community, Career, and Technical Education

JOB GOAL

To provide assistance to teachers and administrators in the selection, purchase and utilization of curriculum, materials and equipment, and to provide professional growth and development opportunities for improvement of teaching skills.

SUPERVISES:

Assigned Community, Career and Technical Education Support Personnel

PERFORMANCE RESPONSIBILITIES:

Technical/Professional Knowledge

- * (1) Develop and update a plan for secondary and post-secondary career/technology education based on assessed needs of the District, labor market, and laws related to applied technology.
- * (2) Design and implement an evaluation system for the Career/Technology Program.
- * (3) Assist in the preparation of an annual budget for Career/Technology based on the needs of the program.
- * (4) Plan procedures for collection of data for required state and federal reports.
- * (5) Assist in the planning of supplemental career education programs.
- * (6) Provide coordination of applied technology programs.

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- * (7) Coordinate the evaluation and selection of instructional materials for career/applied technology education programs.
- * (8) Assist in coordinating ESE Job Preparation Program.
- * (9) Assist in selection of equipment and ordering for new high schools, other new construction, and new and replacement purchases.
- * (10) Assist the Director of Instructional Media in the selection of applied technology materials for the professional library.

Communication

- * (11) Communicate effectively, orally and in writing, with other professionals, students, parents, and community.
- * (12) Interact with parents, outside agencies, businesses, and community to enhance understanding of District initiatives and priorities and to elicit assistance for students.
- * (13) Maintain visibility and interaction with the Florida Department of Education.
- * (14) Use a variety of communication techniques and tools to enhance collaboration and communication.

Proactive Orientation

- * (15) Assist in recommending assignments or prospective applied technology education teachers as requested.
- * (16) Assist in the certification process for non-degree instructors.
- * (17) Design, organize and implement staff development programs and activities that reflect current research and future as well as present needs.

Critical Thinking

- * (18) Identify weaknesses and strengths in career/technology programs.
- * (19) Evaluate career/technology programs based on state or other required criteria.
- * (20) Use technology effectively.
- * (21) Review and analyze data and information relative to assigned area.

Continuous Improvement

- * (22) Set high standards for self and others and encourage reaching higher standards.
- * (23) Develop and implement a plan for staff development, based on identified needs.
- * (24) Promote vocational professional organizations.
- * (25) Assist teachers in methods of teaching and in the use of appropriate materials upon request.
- * (26) Promote participation in program area professional organizations.
- * (27) Keep up-to-date with federal and state mandates and requirements and disseminate.
- * (28) Participate actively in professional organizations.
- * (29) Keep up-to-date with federal and state mandates and requirements

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and disseminate information to others as appropriate.

Facilitation

- * (30) Facilitate effective communications among schools as well as between schools and the District.
- * (31) Work with teachers and other professionals in curriculum development, special activities, and sharing ideas and resources.
- * (32) Use appropriate interpersonal styles and methods to guide others toward task accomplishment.
- * (33) Facilitate individual and group problem-solving.

Managerial

- * (34) Supervise performance of instructors who teach in areas outside of the school setting.
- * (35) Monitor and implement safety and needs assessment requirements.
- * (36) Prepare and maintain clinical contracts with health care agencies.
- * (37) Monitor budgets for Carl Perkins grant, Summer Youth, and other projects as assigned.
- * (38) Complete and submit timely and accurate reports.
- * (39) Maintain accurate and thorough records.

Constancy of Purpose

- * (40) Serve on District committees and task forces in support of District initiatives and priorities.
- * (41) Actively promote and participate in the pursuit of the District's vision and mission.
- * (42) Serve as a district representative at emergency shelters as determined by the Superintendent.
- * (43) Perform other incidental tasks consistent with the goals and objectives of this position.

Decisiveness

- * (44) Make and share decisions in a timely manner.
- * (45) Respond quickly to emergency situations.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally 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

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the Board's policy on evaluation of personnel.

Job Description Supplement No. 11

*Essential Performance Responsibilities

Board Action	_____
Approved	_____
Revised	<u>10/5/04</u>