

# DISTRICT SCHOOL BOARD OF PASCO COUNTY

## JOB DESCRIPTION

### Director, Career and Technical Education

Department: Career and Technical Education

Job Code: 1200

FLSA:  Exempt  Non-Exempt

Salary Schedule: MGT10

Reports To: Assistant Superintendent for Student Achievement

Work Days: 245 Days

Board Approved Date: June 17, 2014

Work Hours: 7.5 hrs/day

**JOB GOAL:** Responsible for promoting the educational development of all students through career and technical programs that are consistent with and supportive of the District's and State's vision, mission and strategic goals. This includes providing career pathways to prepare students to be college and career ready and improve teacher effectiveness by building capacity to increase student performance in adult and secondary career and technical programs.

#### 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. Provide leadership and direction for the planning, implementation and evaluation in all areas of career and technical education to ensure quality programs that meet students' needs.
2. Collaborate and function as a Professional Learning Community (PLC) with instructional departments to implement rigorous, relevant learning activities.
3. Ensure principals have support in identifying effective research-based strategies, and assist staff with professional development activities aimed at improving student achievement.
4. Collaborate with district staff to assist principals in analyzing data, implementing best practices, and developing innovative programs.
5. Establish and oversee annual budgets from various funding sources.
6. Compose, manage, and monitor federal grants that support and supplement adult and secondary career and technical education programs.
7. Collaborate with instructional departments to update allocation formula and assign appropriate allocations to schools based on program goals and projections.
8. Oversee, coordinate and communicate applicable state and national initiatives and programs with district and school personnel.
9. Ability to Interpret and implement federal and state policies and procedures
10. Align career and technical education programs and academies with economic development and growth trends in Pasco County, the state and the nation.
11. Serve as the district liaison with the Florida Department of Education (FDOE) on matters related to career and technical education, and adult/community education.
12. Assist in the development, implementation and evaluation of professional development activities related to adult, and career and technical education.
13. Research, develop and implement innovative programs to meet the needs of an evolving workforce.
14. Collaborate with the Office for Student Support Services to provide guidance, support and direction to Career Specialists.
15. Promote and support Graduation Enhancement and JROTC programs.
16. Promote, support and expand technical programs at the adult and technical center.
17. Oversee and assist alternative education centers, adult education center and technical education center.
18. Promote and support professional development and leadership opportunities for teachers, career specialists, and support staff at the secondary and post secondary level.
19. Serve as program facilitator to schools
20. Assistance in the identification of program needs, selection of appropriate materials and equipment, and helps develop programs of study.
21. Assist in the update of Student Progression Plan as it relates to adult, career and technical education.
22. Assist in the development of administrative guidelines and policies as they relate to adult, career and technical education.
23. Prepare all required reports and maintain accurate records,
24. 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.*

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### KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of current trends, research, and best practices in adult, career and technical education.
- Knowledge of local, state and federal laws, rules, and policies which affect adult, career and technical education.
- Knowledge of district and state certification requirements.
- Ability to interact effectively with school and district personnel as well as business/industry and community leaders.
- Ability to analyze data and use data driven decision making to implement exemplary programs.
- Ability to read, interpret research studies, Florida statutes, state board rules and school board policies.
- 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:

- Master's Degree in Educational Leadership or related field from an accredited institution
- Five years of recent administrative/supervisory experience in career and technical education, classroom teaching experience preferred.
- Certified as a Vocational Education Director.

### CERTIFICATES, LICENSES, & REGISTRATIONS:

- Certification in Educational Leadership, School Principal or Professional School Principal

**SUPERVISORY RESPONSIBILITY:** Responsibilities include career and technical supervisors, GEP and PLACE supervisors, Career Specialists, Post Secondary Adult Technical Programs, Educational and Technical Center school programs, JROTC. Interviewing, hiring, and developing employees, planning and directing work-flow, and resolving problems.

### PHYSICAL REQUIREMENTS *(Describes physical conditions of this position):*

<input type="checkbox"/>	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.
<input checked="" type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
R	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.
O	Balancing	Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically

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		moving surfaces.
S	Bending	Lowering the body forward from the waist.
S	Stooping	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
O	Twisting	Moving body from the waist using a turning motion.
O	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.
S	Pulling	Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to _____ pounds of force.
S	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.
R	Finger Dexterity	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
O	Grasping	Applying pressure to an object with the fingers and palm.
O	Feeling	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips
F	Repetitive Motions	Substantial and continuous movements of the wrists, hands, and/or fingers.
R	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.
R	Hearing Acuity	The ability of perceive speech and other environmental sounds at normal loudness levels.
R	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.)*

<input type="checkbox"/>	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.
<input type="checkbox"/>	Indoors	The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.
<input checked="" type="checkbox"/>	Indoors and Outdoors	The worker is subject to both environmental conditions. Activities occur inside and outside.
<input type="checkbox"/>	Cold	The worker is subject to extreme cold. Temperatures are below 32 degrees for periods of more than one hour.
<input type="checkbox"/>	Heat	The worker is subject to extreme heat. Temperatures are above 100 degrees for periods of more than one hour.
<input type="checkbox"/>	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.
<input type="checkbox"/>	Vibration	The worker is subject to vibration. There is exposure to oscillating movements of the extremities or whole body.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	Oils	The worker is subject to oils. There is air and/or skin exposure to oils and other cutting fluids.
<input type="checkbox"/>	Respirator	The worker is required to wear a respirator.

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- None                      The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).
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- Other
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### **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.

*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.*