

**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 0142  
Pay Grade: C11

FLSA: Exempt  
Administrative

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

**REPORTS TO:**

Associate Superintendent, Teaching and Learning Services

**SUPERVISES:**

Director, Career, Technical, and Adult Education - Secondary  
Director, Career, Technical, and Adult Education - Postsecondary  
Director, Campus pTEC (Clearwater)  
Director, Campus pTEC (St Petersburg)  
Director, Career Academies of Seminole  
Administrators – Community Schools/Adult Centers  
Program Manager, Career, Technical, and Adult Education  
Business Technologies, Marketing and Diversified Education Specialist  
Managing Officer, Adult Education  
Industrial, Technology and Agribusiness Education Specialist  
Family and Consumer Sciences, Health Science Education Specialist  
Apprenticeships, Work-Based Learning Specialist  
Operations Specialist Career Technical and Adult Education  
Administrator, Gus Stavros Institute  
Support Staff

**QUALIFICATIONS:**

Master's degree with certification in Adult Administration, Vocational Director, or Administration/Supervision, or Educational Leadership or School Principal, or an equivalent certification as defined by the Florida Department of Education. Minimum of three (3) years administrative or supervisory experience and five (5) years related professional experience in career technical or adult education. Demonstrated abilities in management and supervision. Demonstrated organizational and communication skills.

**PREFERRED:**

Experience as a career technical or adult education school or center administrator.

**MAJOR FUNCTION**

The Executive Director, Career, Technical, and Adult Education is responsible for the oversight of all operations for the district's postsecondary technical and adult education centers, the Department of Career, Technical and Adult Education and for the Gus Stavros Institute. The Executive Director has primary responsibility for the administration and supervision of K-12 career and technical programs, postsecondary career, technical, and adult education programs countywide, and programs at the Gus Stavros Institute. The Executive Director works with the Superintendent and shares leadership in the planning, organizing, coordinating, and evaluating of all K-12 career technical programs including the Academies of Pinellas and postsecondary career technical and adult education programs. The Executive Director works with the corporate and civic community engaging their support for K-12 career technical education and postsecondary career, technical, and adult education programs.

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

### ESSENTIAL RESPONSIBILITIES

- Responsible for developing, deploying and maintaining a comprehensive K-12 career education system
- Responsible for developing, deploying and maintaining a comprehensive postsecondary career and adult education program
- Responsible for articulation and integration of K-12 and postsecondary career technical education programs
- Helps define and interpret the district's educational goals the district's mission of *"Educate and prepare each student for college, career and life,"* Priority Objective 3; Graduation
- Facilitates cross-functional articulation among work teams and departments within the school district
- Participates in departmental FTE projections, staffing model recommendations, problem solving, public relations, and development of policy and procedures
- Prepares and manages assigned budgets
- Supervises the development of curriculum, instructional methods and accountability for all K-12 career technical programs and postsecondary career technical and adult education programs
- Provides guidance and direction to Career, Technical and Adult Education specialists in the areas of personnel, budget, professional development and joint projects
- Provides guidance and direction to Career, Technical and Adult Education administrators in the areas of personnel, budget, professional development and joint projects
- Provides guidance and direction to the administrator for the Gus Stavros Institute in the areas of personnel, budget, professional development and joint projects
- Assists with the development and publication of curriculum materials, textbook recommendations and course code directories
- Assists in the communication of curriculum information to all principals, center directors, adult education administrators and subject area specialists.
- Coordinates activities related to countywide graduation
- Coordinates the development of grants, project proposals, and interagency contracts
- Plans, implements and monitors selected grants and required DOE documents
- Maintains close relationships with community agencies
- Assists with the planning of educational specifications for career, technical and adult education facilities
- Plans and conducts curriculum committee meetings
- Provides direct assistance in the day-to-day execution of departmental activities
- Coordinates career technical and adult education programs and projects for special need populations, such as students with disabilities, limited English proficient, and economically disadvantaged
- Represents the Superintendent on standing district committees and community agency/partner organizations
- Encourages and facilitates the involvement of the corporate community and community partners in the ongoing operation and evaluation of K-12 career technical and postsecondary career technical and adult education programs
- Assists with data collection, analysis and reporting
- Plans and conducts meetings and training for school-based personnel
- Monitors the overall Workforce Education fund with direct fiscal responsibility for all postsecondary career technical and adult education programs
- Responsible for district development, deployment and maintenance of Academies of Pinellas
- Responsible for district development and deployment of new secondary and postsecondary career technical programs
- Monitors current labor market information and uses that information in establishing short and long-range goals for the department
- Performs related work as required

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

**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 established by the District.*

*Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.*

*The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.*

**HISTORY OF JOB CLASSIFICATION**

ISSUED: 6/96; REVISED MQ's: 10/98 PBL; BOARD APPROVED: 10/13/98; REVISED: 8/00; BOARD APPROVED: 8/15/00; REVISED MF and D&R 10/00 PBL, REVISED: MF, D&R, 05/03 WB, BOARD APPROVED: 05/28/03; UPDATE DIVISION NAME: 1/06 AK. UPDATE DEPARTMENT NAME, REVISED TITLE, MF, D&R: 5/09 RAS; BOARD APPROVED: 6/16/09, EFF 7/1/09; REVISED FORMAT, TITLE, PAY GRADE, MF, ER, ADA 5/12 LM; BOARD APPROVED; 6/12/12

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

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending	X				
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Executive Director, Career, Technical, and Adult Education – ADM