

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 0212
Pay Grade: C09

FLSA: Exempt
Administrative

DIRECTOR, CAREER, TECHNICAL, AND ADULT EDUCATION – POSTSECONDARY

REPORTS TO:

Executive Director, Career, Technical, and Adult Education

SUPERVISES:

Director, Pinellas Technical Education Center Clearwater
Director, Pinellas Technical Education Center St. Petersburg
Director, Tomlinson Adult Learning Center
Managing Officer, Adult Education
Operations Specialist, Career, Technical, and Adult Education
Support Staff

QUALIFICATIONS:

Master's degree with certification in Adult Administration, Vocational Director, Administration/ Supervision, Educational Leadership, 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.

MAJOR FUNCTION

The Director, Career, Technical, and Adult Education – Postsecondary assists the Executive Director, Career, Technical, and Adult Education (CTAE) with overall department operations. The Director has primary responsibility for the administration and supervision of postsecondary career, technical and adult education programs countywide. In addition, the Director shares leadership in the planning, organizing, coordinating, and evaluating of all postsecondary career and technical programs.

ESSENTIAL RESPONSIBILITIES

- Assists the Executive Director, CTAE in developing, deploying, and maintaining a comprehensive postsecondary career education system including planning, organizing, coordinating, deploying and evaluating of all postsecondary career technical programs including the Pinellas Technical Education Centers; Clearwater and Dixie Hollins Adult Education Centers; Lakewood, Northeast, and Palm Harbor Community Schools; and Tomlinson Adult Learning Center
- Works cooperatively with the Director, Career, Technical, and Adult Education – Secondary, in coordinating dual enrollment programs and other activities spanning the K-12 and postsecondary levels
- Participates in departmental FTE projections, staffing model recommendations, public relations, and development of policies and procedures
- Oversees, manages, and allocates the Workforce Education Fund
- Prepares and manages assigned budgets
- Develops and oversees a district-wide postsecondary marketing plan
- Supervises the development of curriculum, instructional methods, and accountability for all postsecondary career, technical, and adult education programs
- Provides guidance and direction to CTAE supervisors in the areas of personnel, budget, professional development, and joint projects as they relate to postsecondary programs
- Assists with the development and publication of curriculum materials, textbook recommendations and course code directories

DIRECTOR, CAREER, TECHNICAL, AND ADULT EDUCATION – POSTSECONDARY

ESSENTIAL RESPONSIBILITIES (Continued)

- Assists in the communication of program information to all K-12 principals, assistant principals, and subject area supervisors
- Coordinates activities related to countywide graduation
- Assists the Executive Director, CTAE in the development of grants, project proposals, and interagency contracts and agreements
- 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 programs and projects for special need populations, such as students with disabilities, limited English proficient, and economically disadvantaged
- Represents the Superintendent and Executive Director, CTAE on standing district committees and community agency/partner organizations
- Assists with data collection, analysis, and reporting
- Plans and conducts meetings and training for school-based personnel.
- Responsible for district development and deployment of new postsecondary career technical programs
- Monitors current labor market information and uses that information in establishing short- and long-range goals for the department
- Performs other related work as required

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: 10/13 LM; BOARD APPROVED: 10/22/13

DIRECTOR, CAREER, TECHNICAL, AND ADULT EDUCATION – POSTSECONDARY

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				