

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 0366
Pay Grade: C08

FLSA: EXEMPT

DIRECTOR, SEMINOLE VOCATIONAL EDUCATION CENTER

MAJOR FUNCTION:

Position performs responsible administrative and supervisory work overseeing the total management of the Center. Responsibilities include the areas of instruction, personnel, curriculum, budget, purchasing, public relations, plant operations, food service and transportation, coordination with feeder schools, student recruitment, recruitment and coordination with corporate partners. Position is responsible for management of the total school.

DUTIES AND RESPONSIBILITIES:

- Provides leadership in developing, implementing and evaluating school philosophy, goals and objectives reflecting district and state goals
- Develops and maintains a positive school/community climate and a safe and healthy environment.
- Plans, implements and evaluates the school instructional program based on student needs and within state and district guidelines
- Plans, implements, supervises and evaluates all other programs, i.e., SAC, Career Technical Student Organizations, and Program Advisory Committees
- Determines staffing needs including selection, supervision, staff development and evaluation of all school personnel
- Disseminates and implements Pinellas County School Board Policies and Procedures as they relate to students, staff and school community
- Manages finances including the budget and record keeping processes, and inventory control of all school resources
- Maintains records and necessary reports for efficient operation of school and compliance with federal, state and local requirements
- Plans and manages for safe and efficient utilization and maintenance of the entire school campus.
- Facilitates the coordination of adult education programs with Evening Community Schools
- Carries on a public relations program which keeps the general public well-informed concerning the aims and accomplishments of career technical education so that public support will be continuous as the programs are developed and improved
- Maintains a liaison with the area school principals
- Maintains communication as necessary with the appropriate Regional Superintendent, Director of Career, Technical and Adult Education, and appropriate central office personnel
- Evaluates the need for replacement of equipment, recommends purchase of tools, supplies, materials and services required to operate the Center
- Organizes a workable schedule of classes in conjunction with area high schools
- Responsible for the care and supervision of livestock, poultry and numerous small animals, all student project animals, and other plants and animals belonging to the school
- Recommends placement/supervises and evaluates the total staff assigned to the Center
- Organizes and coordinates Program Advisory Committees of corporate partners for the various career technical programs
- Facilitates communication and cooperation with community and service oriented groups and maintains a high profile and personal involvement in community and service projects that often occur after school hours, on weekends, and holidays. (I.e. Horses for the Handicapped, Day Camps, etc.)
- Performs other related duties as required

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MINIMUM QUALIFICATIONS:

Master's degree or Post-Standard Certificate. Certified in Florida as Vocational Education Director or certification in education leadership or administration and supervision. Five (5) years professional experience at the middle or high school level. Positive references, with a strong recommendation from present supervisor.

ISSUED: 6/83; FORMAT REVISED: 7/88; REVISED: 5/90 BMP (D & R ONLY); REVISED: 7/91 BMP (JOB TITLE ONLY); BOARD APPROVED: 7/24/91; REVISED 7/93 BMP (TITLE ONLY); BOARD APPROVED: 7/28/93; REVISED (MQ's): 10/98 PBL; BOARD APPROVED: 10/13/98; REVISED MF, D & R, and MQ): 7/11 RAS; BOARD APPROVED: 7/26/11

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

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<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	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 keyboard to enter and transform words or data					X
21. Using a video display terminal					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				

Director, Seminole Vocational Education Center - ADM