

SCHOOL DISTRICT OF FLAGLER COUNTY

JOB DESCRIPTION

FLAGLER TECHNICAL COLLEGE SUPERVISOR - APPRENTICESHIP SUPERVISOR

QUALIFICATIONS:

- (1) Bachelor's Degree, from an accredited College or University in related field; or an AA degree with minimum of three (3) years of experience working in related field or appropriate certification & experience.
- (2) Valid Florida driver license.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of planning and implementation of designated programs. Demonstrated ability to manage and coordinate staff, programs, and events. Demonstrated ability to understand budgets and work within program budget. Possess solid organizational and interpersonal communication skills with ability to build effective relationships with school and community personnel. Ability to complete approved apprenticeship instructor training through FLDOE.

REPORTS TO:

CTE/AGE Assistant Director

JOB GOAL

To provide leadership in the planning, implementation delivery, and management of pre-apprenticeship and apprenticeship programs.

SUPERVISES:

Pre-apprenticeship and apprenticeship teachers.

PERFORMANCE RESPONSIBILITIES:

- *(1) Manage, coordinate, and oversee the administration, budget, and accountability of specified programs.
- *(2) Manage and oversee staffing needs for specified programs. Perform all yearly instructor evaluations.
- *(3) Assist administration team with master schedule to ensure appropriate sequencing of pre-apprenticeship and apprenticeship programs.
- *(4) Assist in gathering all apprenticeship data for State reports.
- *(5) Work closely with employers and advisory committee for apprenticeship programs. Coordinate a minimum of two advisory committee meetings annually.
- *(6) Coordinate all job skills trainings and work-based learning projects. Facilitate student recruitment and job placement.
- *(7) Substitute in pre-apprenticeship and apprenticeship classes when necessary.
- *(8) Comply with Council on Occupational Education regulations and FLDOE regulations.
- *(9) Follow all federal, state, and district rules, policies and laws.
- *(10) Attend all required state, federal, and local related meetings.
- *(11) Collaborate with other Flagler Technical College (FTC) staff to ensure a quality, well integrated program.
- *(12) Promote the pre-apprenticeship and apprenticeship programs through outreach, marketing and

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communication.

*(13) Flexible work schedule required.

*(14) Attend required in-service training programs.

(15) Perform other incidental tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

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 as needed to move objects.

EVALUATION:

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

Job Description Supplement Code: 3

Salary Lane: Professional PAIZ

Updated 7/27/2023