


WAKULLA COUNTY SCHOOL BOARD  
SUPERINTENDENT'S OFFICE  
AGENDA ITEM FOR SCHOOL BOARD APPROVAL

**TYPE WRITTEN ONLY**  
**COPY ON THREE HOLE PUNCH PAPER**  
**E-MAIL AGENDA COVER SHEET**  
**AND AGENDA ITEM TO SUPERINTENDENT'S OFFICE**

Date submitted: February 19, 2015 Board Meeting Date : March 9, 2015

Date agenda item is due in the county office: February 27, 2015

Name of person submitting item: Karen Wells, Chief Human Capital Officer 

Name of document placed on agenda (**How you want it worded on agenda**):

Approve or Disapprove Director of Adult, Athletic, and Diversity Recruitment Programs Job Description

**PLEASE GIVE A DESCRIPTION AND INFORMATION REGARDING ACTION ITEM:**

It is my recommendation that the Board approve the following updated/edited job description:

Director of Adult, Athletic, and Diversity Recruitment Programs

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**Please indicate if signatures are required and place appropriate tabs for signature on document.**

Signatures required:  YES  NO

**One copy and an original** are needed when submitting agenda items:  
(Duplicate form as needed for each agenda item.)

**Items will be placed on the agenda as received.**

## **TITLE: Director of Adult, Athletic, and Diversity Recruitment Programs**

### **QUALIFICATIONS:**

1. Master's degree with emphasis in educational administration, supervision.
2. Demonstrated evidence of strong organizational and management skills.
3. Middle and/or high school principal experience.
4. Solid analytical, communication, influencing and negotiating skills.
5. Demonstrated ability to work with diverse groups of people.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of laws, rules, regulations and codes governing the management of Florida public school adult education, athletic and current knowledge in the trends impacting diversity recruitment programs. Ability to communicate orally and in writing. Ability to plan and present information to the public. Advanced skills in problem-solving, human interaction and handling of sensitive personnel issues. Ability to work independently and make competent decisions on matter related to areas of responsibility. Ability to balance several job functions at one time and work under a heavy workload. Ability to analyze statistical data for trends and performance in various programs and to develop strategies for improvement. Ability to represent the District at state or regional functions. Ability to facilitate various size groups using facilitative leadership skills. Ability to provide positive leadership and supervision to subordinates. Knowledge of computer hardware and software used to accomplish administrative and education goals.

**REPORTS TO:** Superintendent or his designee.

**SUPERVISES:** Adult Education teachers and athletic directors in partnership with site administrators.

### **JOB GOAL:**

The Director of Adult, Athletic, and Diversity Recruitment Programs shall provide, under the direction of the Superintendent, the overall leadership and direction to the adult education, athletic, and diversity recruitment programs to maximize the strategic use of resources while establishing student learning as the primary priority.

The Director of Adult, Athletic, and Diversity Recruitment Programs will be responsible for ensuring and delivering an uncompromising, progressive system for student focused services and solutions which lead the Wakulla County School District and its employees achieving identified and mutually agreed upon goals and objectives.

The Director of Adult, Athletic, and Drop Out Prevention Programs provides support and works with a sense of uncompromising cooperation with members of the Superintendent's staff to ensure a unified effort in the achievement of goals and objectives.

### **ESSENTIAL FUNCTIONS:**

1. Develops goals, objectives and policies for adult education, athletic, and diversity recruitment programs.
2. Proactively creates partnerships with, but not limited, to colleges of education, career development organizations, develops and delivers community presentations, and communicates strategies with hiring authorities, for the purpose of increasing diversity in the pool of employable candidates.
3. Evaluates designated teachers and athletic directors, as measured by the utilization of continuous improvement such as Quality, to accomplish the District's strategic goals, departmental goals and student achievement.
4. Prepares, executes, and monitors Adult Basic Education and Adults with Disabilities grants, and any other pertinent grants for adult education.

5. Ensures the development of procedures and processes related to compliance with local, state and federal laws, regulations and policies relative to adult education, athletic, and employee recruitment programs.
6. Regularly evaluates program effectiveness utilizing stakeholder feedback to improve service delivery.
7. Monitors departmental budgets and ensures alignment with the District's Strategic Plan.
8. Monitors and implements legislative actions/changes, as appropriate.
9. Provides a system for new employees to acquire appropriate information, support, and training necessary for success on the job.
10. Plans and coordinates the evaluation and goal setting of designated personnel.
11. Coordinates the use of computerized personnel functions to provide efficient operation of the adult education and athletic programs.
12. Oversees the job analysis process to ensure alignment of job function and job description.
13. Collaborates with secondary schools in planning and implementing athletic programs.
14. Assists with the development and implementation of the District Strategic Plan.
15. Assists in the preparation and monitoring of assigned budgets for adult education and athletic programs.
16. Assists the Chief Academic Officer in planning, developing, implementing and evaluating training programs to meet the professional development needs of assigned staff.
17. Interprets and effectively communicates the curriculum and philosophy to leadership staff and the general public.
18. Promotes, develops, and disseminates information to the public to encourage a diverse applicant pool.
19. Promotes, develops and disseminates information to the public concerning adult education opportunities via available venues to include print and electronic means.
20. Oversees expenditures and program compliance of federal, regional and state-funded adult education programs including performance and accountability reports.
21. Reviews athletic budgets, insuring equity, and supervise equipment inventories.
22. Prepares and updates an annual master sports calendar that includes conference and non-conference games/events available to the public and staff via print and electronic venues.
23. Works with athletic directors to schedule events.
24. Confirms officials' contracts and all non-conference contest contracts.
25. Mediates the resolution of problems, issues and concerns that may arise regarding athletics.
26. Provides a channel through which students and the community may express their concerns about an athletic program.
27. Directs middle and high school athletic departments consistent with district, state and federal policies and implements within the district an effective and comprehensive co-curricular program for students.
28. Acts as the Truancy Officer for the District.

**OTHER RESPONSIBILITIES:**

Performs such other tasks and assumes such other responsibilities as may be required by the Superintendent.

**PHYSICAL REQUIREMENTS:**

Position requires light work exerting up to twenty (20) pounds of force occasionally and/or up to ten (10) pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Twelve month year.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on assessment of administrative personnel.

**SALARY ITEM NUMBER:** #31 – Level III

Adopted: 07/14, Rev. 03/15