

SCHOOL DISTRICT OF FLAGLER COUNTY

JOB DESCRIPTION

ASSISTANT DIRECTOR CAREER/TECHNICAL AND ADULT GENERAL EDUCATION, FLAGLER TECHNICAL COLLEGE

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited institution, Master's preferred.
- (2) A minimum of three (3) years experience in adult/career technical education.
- (3) Minimum of (3) three years supervisory experience preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of statutes, regulations, and policies governing Adult and Career/Technical Education programs, including those policies required by the Council on Occupational Education. Effective and positive interpersonal skills. Demonstrated oral and written communication skills. Ability to organize and prioritize. Ability to work with all personnel and the general public. Ability to work cooperatively with businesses, community agencies and organizations.

REPORTS TO:

Director, Flagler Technical College

JOB GOAL

To develop, operate, and provide administrative support for Adult and Career/ Technical education programs, to provide quality educational experiences to meet the needs of the students.

SUPERVISES:

Adult and Career/ Technical Education instructional, professional and support staff.

PERFORMANCE RESPONSIBILITIES:

- *(1) Manage and coordinate Adult and Career/Technical Education programs. Supervise assigned personnel and conduct annual performance evaluations.
- *(2) Ensure all compliance requirements for FLDOE and Council on Occupational Education are met.
- *(3) Implement guidelines for administering student federal, state, and local financial aid programs and ensure compliance with regulations.
- *(4) Prepare and maintain records, forms and required documents; ensure all federal, state, and local reporting requirements are met.
- *(5) Assist with development and implementation of articulation agreements with institutions of higher education.
- *(6) Facilitate dual enrollment with secondary schools.
- *(7) Provide for professional development for instructors and staff.

CTE/AGE Assistant Director Continued

- * (8) Coordinate program facility locations; purchase or rent equipment and materials required for classes.
- * (9) Assist with grants development to provide opportunities for current and future programs. Manage and monitor grants to ensure compliance with stated objectives concerning CTE/AGE programs.
- * (10) Assess the workforce education needs of the community on a bi-annual basis.
- * (11) Work cooperatively with outside agencies, organizations and businesses, as appropriate.
- * (12) Coordinate career pathways from K-12 CTE programs to postsecondary FTC programs.
- * (13) Assist with preparation of the CTE/AGE budget.
- * (14) Flexible work schedule required.
- * (15) Attend in-service training programs.
- (16) Perform other incidental tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of work year and hours of employment shall be those established by the District.

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 PAOZ

July 27, 2023