

SCHOOL DISTRICT OF FLAGLER COUNTY

JOB DESCRIPTION

FLAGLER TECHNICAL COLLEGE SUPERVISOR – ADULT GENERAL EDUCATION

QUALIFICATIONS:

- (1) Bachelor's Degree, from an accredited College or University
- (2) A minimum of 2 years of experience in Adult General Education (AGE)
- (3) A minimum of 2 years supervisory experience preferred
- (4) Valid Florida driver's license

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of planning and implementation of designated programs. Provide leadership & support for staff, collaborate with administrators, instructional staff & community members to assure the appropriate AGE curriculum & instructional practices are occurring in all classrooms. 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.

REPORTS TO:

CTE/AGE Assistant Director

JOB GOAL

To provide leadership in the planning, implementation and delivery & management of the specified programs.

SUPERVISES:

AGE full and part time teachers, testing monitor, others as directed.

PERFORMANCE RESPONSIBILITIES:

- * (1) Manage, coordinate, and oversee the administration, budget, accountability of specified programs.
- * (2) Manage and oversee staffing needs for specified programs. Perform all yearly instructor evaluations.
- * (3) Manage Pearson Vue Testing Center to ensure all guidelines are met, and testing schedule meets student needs.
- * (4) Assist in gathering all AGE related data for District and State reporting.
- * (5) Substitute in AGE classes when necessary.
- * (6) Follow all federal, state and district rules, policies and laws related to the designated programs.
- * (7) Attend all required state, federal, and local related meetings.
- * (8) Collaborate with other Flagler Technical College (FTC) staff to ensure a quality, well integrated program and ensuring the implementation of AGE program requirements.
- * (9) Work closely with community business partners and CTE teachers to assist in the transition of AGE students.
- * (10) Promote the AGE programs through outreach, marketing and communications.
- * (11) Flexible work schedule required.
- * (12) Attend required in-service training programs.

FTC AGE Supervisor (Continued)

*(13) 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 07/25/2023