

SCHOOL DISTRICT OF FLAGLER COUNTY

JOB DESCRIPTION

DIRECTOR, FLAGLER TECHNICAL COLLEGE

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution.
- (2) Certification in Educational Leadership or School Principal.
- (3) Minimum of three (3) years experience in Adult and / or Career Technical Education.
- (4) Minimum of three (3) 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:

Superintendent or designee

JOB GOAL

To provide leadership for the development, implementation, and evaluation of quality educational experiences for all participants in Adult/Career & Technical Education and community education.

SUPERVISES:

Administrative, Instructional, and Assigned Support Personnel

PERFORMANCE RESPONSIBILITIES:

- * (1) Manage & Coordinate Adult/Career Technical Education/Community Education programs.
- * (2) Assist with program development and community needs assessment.
- * (3) Provide information and interpretation of District and state rules and laws related to Adult/Career Technical education.
- * (4) Plan and implement staff development programs for Flagler Technical College, administration, teachers and staff.
- * (5) Recruit, interview, select, and recommend personnel for employment at Flagler Technical College.
- * (6) Supervise assigned personnel, conduct annual performance evaluations, and make recommendations for appropriate personnel action.
- * (7) Plan and promote a public relations for Flagler Technical College.
- * (8) Prepare and maintain records and reports as needed.
- (9) Coordinate the articulation of adult education & Career Technical Education programs with secondary schools and institutions of higher education.
- (10) Provide input into FTE projections, budget preparation, coordination of special projects, policy development, existing program needs and new program development.
- (11) Assist in the preparation of cooperative agreements between community agencies and Flagler Technical College education programs.
- * (12) Arrange for facilities, equipment, and materials for classes.

DIRECTOR, ADULT AND COMMUNITY EDUCATION (Continued)

- *(13) Establish programs, identify sites, and coordinate with school and community contacts based on needs assessment data and analysis.
- *(14) Provide a variety of opportunities for educational advancement including Literacy, GED, Academic Enrichment, and Career Technical Education training for out-of-school youth and adults.
- (15) Provide child care services before and after school as well as for children under school age.
- (16) Work cooperatively with community agencies, such as HRS, Juvenile Justice, Social Services, United Way, and Workforce Development.
- (17) Coordinate and attend professional development and in-service training.
- (18) Flexible work schedule to provide supervision of all programs
- (19) Perform other incidental tasks consistent with the goals and objectives of this position.

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 the 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.

*Essential Performance Responsibilities

Job Description Supplement Code 7

Salary Lane: AUZ-A