

73007

**SCHOOL DISTRICT OF BRADFORD COUNTY**  
**DIRECTOR OF CAREER- TECHNICAL EDUCATION AND**  
**ADULT/COMMUNITY EDUCATION**  
**JOB DESCRIPTION**

**QUALIFICATIONS:**

- (1) Master's degree from an accredited educational institution.
- (2) Valid Florida certification as a Local Director of Vocational Education or Valid Florida certification in Educational Leadership, Administration and Supervision, School Principal or Professional School Principal.
- (3) Seven (7) years experience, three (3) of which must have been in teaching vocational education which includes occupational specialist, vocational guidance or vocational media, two (2) years Administrative Vocational Experience; the remaining years should be in a supervisory industrial and/or educational leadership role.
- (4) Satisfactory criminal background check and drug screening.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of research, trends and best practices related to career education, career development and community education. Knowledge of federal and state statutes, Department of Education rules and program requirements, FTE accounting, budgeting, fiscal controls, employee supervision, program development, and communication/training delivery skills. Ability to communicate orally and in writing. Ability to communicate and interact effectively with the public. Ability to understand the unique needs of adult education students.

**REPORTS TO:**

Assistant Superintendent for Teaching and Learning Services and School Operations

**JOB GOAL**

To provide direct leadership for the development and operation of comprehensive programs in Career and Technical Education (CTE) and adult and community education for the students and adult citizens of Bradford County.

**SUPERVISES:**

Administrative, Instructional, and Support Personnel

**PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- \* (1) Formulate, coordinate and direct a comprehensive program of career, adult, and community education.
- \* (2) Continually appraise and evaluate the total career education program to achieve the established goals of providing the opportunity for people to prepare for gainful employment.

**DIRECTOR OF VOCATIONAL - TECHNICAL, ADULT, AND COMMUNITY EDUCATION**  
(Continued)

- \* (3) Plan curriculum course offerings in conformance with state laws regarding high school equivalency requirements.
- \* (4) Develop curriculum offerings for credit programs, adult general education and lifelong learning programs.
- \* (5) Organize classes in the community and adult education programs as needed.
- \* (6) Assume responsibilities for the administration and scoring of tests and examinations.
- \* (7) Supervise the granting and distribution of certificates and diplomas to students meeting the requirements.
- \* (8) Assist in the recruitment, screening, and evaluation of adult and career education teachers.
- \* (9) Assist state personnel in program review.
- \* (10) Identify textbooks/instructional materials for all career, adult and community education programs.
- \* (11) Approve start-up of all new adult and community education programs.
- \* (12) Assist in the planning of new or renovated career and technical laboratories.
- \* (13) Coordinate Performance Based Incentive Funding for adult education.
- \* (14) Develop basic equipment list/requirements for all career and technical programs.
- \* (15) Direct all career student organizations.

**Inter/Intra-Agency Communication and Delivery**

- \* (16) Maintain close working relationships with community and state agencies and area businesses, industries, and labor organizations, to provide training consistent with needs and to establish advisory committees as needed.
- \* (17) Collaborate with Exceptional Student Education staff to ensure that career and technical services are available to students with special needs.
- \* (18) Prepare and distribute informational materials and catalogs regarding CTE, adult and community education programs to community residents.
- \* (19) Promote CTE programs in the secondary schools.
- \* (20) Promote adult education in the community.
- \* (21) Interact with parents, outside agencies, businesses and the community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
- \* (22) Respond to inquiries and concerns in a timely manner.
- \* (23) Keep supervisor informed of potential problems or unusual events.
- \* (24) Serve on district, state or community councils or committees as assigned or appropriate.
- \* (25) Provide oversight and direction for cooperative planning with other agencies.
- \* (26) Assist in the interpretation of programs, philosophy and policies of the district to staff, students, parents and the community.
- \* (27) Collaborate with school administrators, teachers and advisory groups to plan CTE and adult programs.
- \* (28) Work closely with district and school staffs to support school improvement initiatives and processes.

**Professional Growth and Improvement**

- \* (29) Maintain a network of peer contacts through professional organizations.
- \* (30) Keep informed and disseminate information about current research, trends and best practices in areas of responsibility.
- \* (31) Maintain expertise in assigned areas to fulfill project goals and objectives.

**DIRECTOR OF VOCATIONAL - TECHNICAL, ADULT, AND COMMUNITY EDUCATION**  
(Continued)

- \*(32) Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
- \*(33) Attend training sessions, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs and legal issues.

**Systemic Functions**

- \*(34) Review/approve requisitions and purchase orders pertaining to CTE, adult and community education.
- \*(35) Report/maintain FTE data.
- \*(36) Provide technical assistance to Human Resources for the certification of career and technical education teachers.
- \*(37) Represent the district in a positive and professional manner.
- \*(38) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
- \*(39) Prepare or oversee the preparation of all required reports and maintain all appropriate records.
- \*(40) Demonstrate support for the school district and its goals and priorities.

**Leadership and Strategic Orientation**

- \*(41) Provide leadership and direction for assigned areas of responsibility.
- \*(42) Provide leadership and guidance in the development of annual goals and objectives for assigned department or program.
- \*(43) Assist in implementing the district's goals and strategic commitment.
- \*(44) Exercise proactive leadership in promoting the vision and mission of the district.
- \*(45) Set high standards and expectations and promote professional growth for self and others.
- \*(46) Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivery of services and evaluation of services provided.
- \*(47) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- \*(48) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.

Perform other 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.

Job Description Supplement 11

**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:**



**DIRECTOR OF VOCATIONAL - TECHNICAL, ADULT, AND COMMUNITY EDUCATION**  
(Continued)

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.  
021207 Board Approved