PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 8601
Pay Grade: E07

FLSA: Exempt
PTS

MANAGING OFFICER, ADULT EDUCATION

MINIMUM QUALIFICATIONS

Master's degree from an accredited college or university with Florida certification in Adult Education, Secondary Education; Exceptional Student Education, Language Arts, Mathematics, Science, Social Studies, Reading, Guidance, or ESOL. Five (5) years of related professional experience with adult education programs. Demonstrated organizational and communication skills.

PREFERRED:
Certification in Administration and Supervision, Educational Leadership, School Principal, or an equivalent certification as defined by the Florida Department of Education. Experience in administration/supervision of adult education programs, adult education professional development delivery, and grants administration.

MAJOR FUNCTION

The Managing Officer, Adult Education is responsible for the supervision, curriculum design and development, and continuous improvement of adult education, adults with disabilities, and other districtwide career, technical, and adult education programs, on and off campus, day, and evening.

ESSENTIAL RESPONSIBILITIES

- Supervises programs in the areas of adult education, adults with disabilities, and other district wide career, technical, and adult education programs at the secondary and postsecondary levels.
- Responsibilities include goal setting, planning, organizing, coordinating, decision-making, and evaluating all adult education programs.
- Facilitates articulation of all levels of programs with outside agencies.
- Serves as contact person for the business community relevant to supervised programs.
- Promotes, communicates, and reviews progress toward program and career, technical, and adult education departmental goals.
- Represents the district at local and state meetings related to the instructional program.
- Advocates, facilitates, and monitors the alignment of curriculum, instruction, assessment, and improvement (CIAI) in the accomplishment of district goals.
- Represents career, technical, and adult education on cross-functional teams.
- Provides recommendations for staffing model.
- Maintains an information system that supports and monitors the district's strategic directions.
- Monitors and communicates data in CIAI as related to career, technical, and adult education students.
- Interprets impact of federal and state legislation and state board rule as it relates to career, technical, and adult education programs and students.
- Monitors and communicates current labor market information relevant to supervised programs.
- Continually monitors performance-based indicators relevant to program viability.
- Participates in departmental staffing model recommendations and problem solving.
- Develops budget within department parameters that aligns to program, department, and district goals.
- Plans for and implements the development of new programs as appropriate.
- Evaluates program support and program staff as appropriate.
- Advocates, facilitates, and monitors career development of staff.
- Plans and communicates professional development opportunities for district- and school-based personnel.
- Recognizes staff members' contributions to the district, division, department, and program goals.
- Assists in the recruitment, selection, orientation, and induction of instructors as appropriate.

ESSENTIAL RESPONSIBILITIES (CONTINUED)
• Participates in curriculum development and design activities. • Interprets, develops, and monitors curriculum design and development, instructional strategies, program processes and services, and continuous improvement based on needs of students, teachers, administrators, families, and the business community. • Assists in development, preparation, implementation, and evaluation of all state and federal projects. • Participates in analyzing performance results and measures in relation to instructional methodology used for highest student achievement. • Communicates results and provides recommendations for adjustments to instructional methodology based on analysis of results for continuous program improvement. • Communicates performance-based program data results and provides recommendations relevant to the continuous improvement of instructional programs. • Solicits and listens to customer input from staff, schools, parents, and the business community. • Reviews customer satisfaction results. • Performs other related work as required.
TERMS OF EMPLOYMENT
Salary and benefits will be paid consistent with the district's approved compensation plan. The district shall establish the length of the work year and hours of employment. *Performance of the job will be evaluated in accordance with the provisions of the school board's policy on evaluation of personnel.* *The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.*
HISTORY OF JOB CLASSIFICATION
BOARD APPROVED: 2/85; FORMAT REVISED: 7/88; REVISED: TITLE AND MQ'S PBL; BOARD APPROVED: 6/13/00; REVISED MF AND D&R 6/00 PBL; REVISED: TITLE AND MQ'S 5/03 WB, BOARD APPROVED: 05/28/03; UPDATE DIVISION NAME: 1/06 AK.; REVISED: TITLE, MF, D&R, MQ 5/09 RAS; BOARD APPROVED: 6/16/09 EFF 7/01/09; REVISED FORMAT, TITLE, SALARY SCHEDULE, MF, ER, ADA 4-01-13 LM, BOARD APPROVED: 7/30/13; REVISED QUALS, ER, 3/3/14 LM, BOARD APPROVED: 4/22/14;

MANAGING OFFICER, ADULT EDUCATION

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time	X				
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				