

SCHOOL DISTRICT OF JACKSON COUNTY

JOB DESCRIPTION

DIRECTOR OF APPLIED TECHNOLOGY, ADULT, AND COMMUNITY EDUCATION

QUALIFICATIONS

- (1) Master's Degree with certification in Educational Leadership.
- (2) Certification as Vocational Director by the State of Florida.
- (3) Minimum of five years successful teaching and/or administrative experience in a vocational/applied technology area.
- (4) Experience as a principal or assistant principal preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of current trends in research in applied technology and adult/community programs. Knowledge of group dynamics. Knowledge of federal, state, and District rules, policies, and laws related to vocational and adult programs. Ability to manage budget, to organize and prioritize, and to interact effectively with school and community personnel. Demonstrated skill in effective written and oral communications.

REPORTS TO:

Superintendent

JOB GOAL

To provide leadership, coordination, technical assistance, and support in the development and implementation of quality instructional programs for the students and community in Jackson County.

SUPERVISES:

Coordinator of Community Education
Assigned Support Personnel

PERFORMANCE RESPONSIBILITIES:

- (1) Manage and supervise applied technology and adult/community program development, articulation, and evaluation.
- (2) Disseminate and interpret information on curriculum and District, state, and federal initiatives.
- (3) Coordinate the writing and submission of grants and other funding proposals related to Applied Technology, Adult, and Community Education.
- (4) Collect and report data required by the District or state, such as Placement and Follow-up reports, Carl Perkins grant reports, Gold Seal Endorsement data, and JTPA reports.
- (5) Supervise and monitor special fund expenditures, such as federal or state grants and equipment replacement and repair funds related to applied technology, adult, and community education.
- (6) Coordinate Tech Prep and School-to-Work programs.

Board Approved December 14, 1999
Amendment Board Approved April 15, 2003

DIRECTOR OF APPLIED TECHNOLOGY, ADULT, AND COMMUNITY EDUCATION (Continued)

- (7) Work with post-secondary institutions to develop articulation agreements.
- (8) Work closely with advisory committees to maintain effective, up-to-date, applied technology programs.
- (9) Consult with business and community groups on educational and training needs.
- (10) Assist schools in the selection and acquisition of instructional materials and equipment.
- (11) Coordinate staff development activities for applied technology teachers.
- (12) Supervise and monitor compliance with District, state, and federal rules and policies related to applied technology, adult, and community education.
- (13) Coordinate adult education programs in the District.
- (14) Prepare annual cooperative agreement with Sunland Training Center for operation of adult handicapped program housed at Sunland.
- (15) Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
- (16) Plan for the timely replacement of instructional equipment.
- (17) Coordinate educational activities with the cooperative extension service and the Jackson County Fair Board related to the Jackson County Fair and the Jackson County Market Steer Show.
- (18) Provide assistance to each vocational student organization in planning and conducting their annual plan of work and leadership activities.
- (19) Coordinate the Gold Seal Scholarship Program.
- (20) Perform other incidental tasks consistent with the goals and objectives of this position.
- (21) Serve as District contact for charter schools.
- (22) Serve as the District liaison on the Regional Workforce Development Board.
- (23) Other duties assigned by the immediate administrator or supervisor.

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:

Approved Unit Compensation plan, pay grade 12-15
12 months
7.5 hours per day

EVALUATION:

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