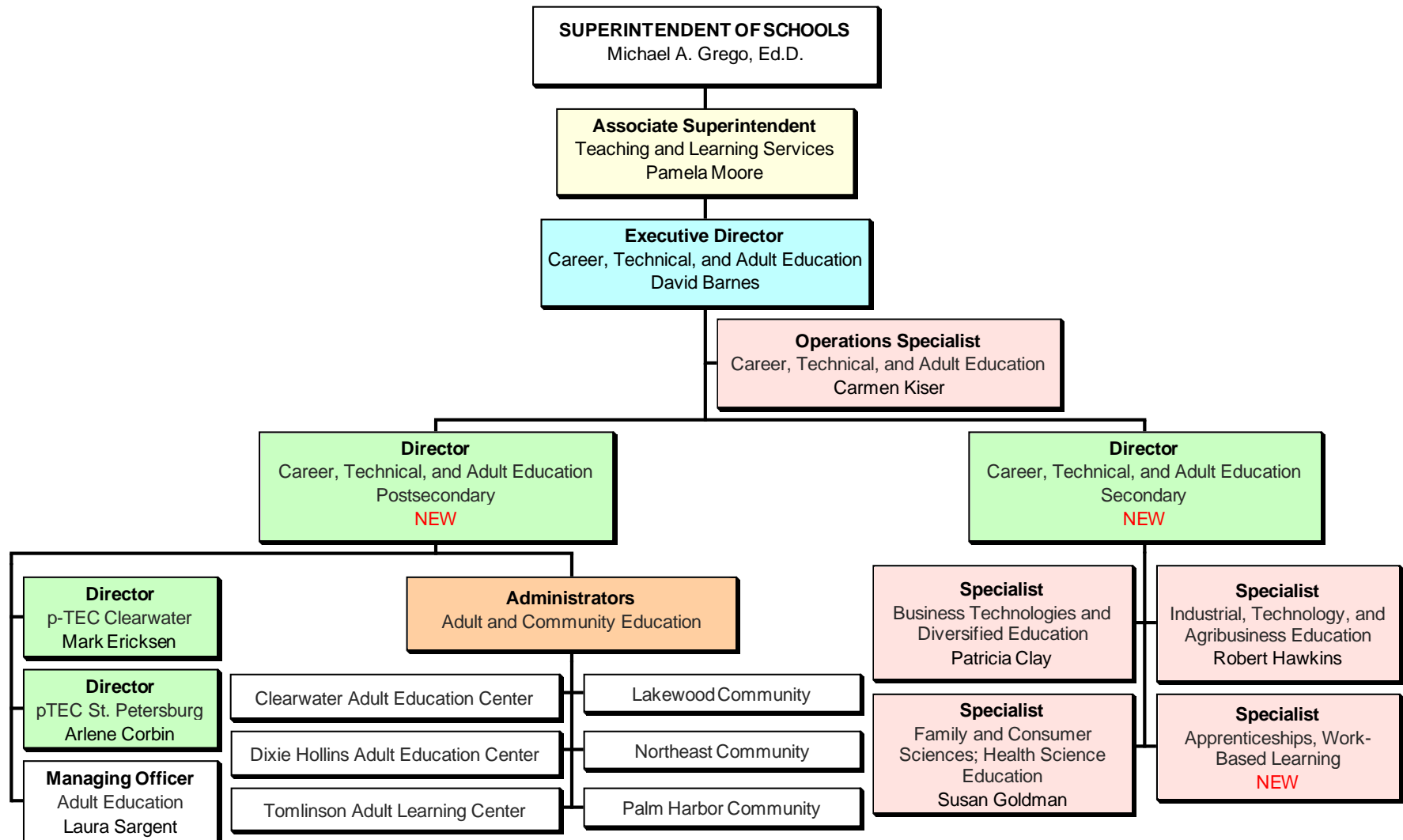


Teaching and Learning Services



PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB:
Pay Grade: C09

FLSA: Exempt
Administrative

**DIRECTOR, CAREER, TECHNICAL, AND ADULT EDUCATION –
POSTSECONDARY**

REPORTS TO:

Executive Director, Career, Technical, and Adult Education

SUPERVISES:

Director, Pinellas Technical Education Center Clearwater
Director, Pinellas Technical Education Center St. Petersburg
Director, Tomlinson Adult Learning Center
Managing Officer, Adult Education
Support Staff

QUALIFICATIONS:

Master's degree with certification in Adult Administration, Vocational Director, Administration/ Supervision, Educational Leadership, School Principal, or an equivalent certification as defined by the Florida Department of Education. Minimum of three (3) years administrative or supervisory experience and five (5) years related professional experience in career, technical, or adult education. Demonstrated abilities in management and supervision. Demonstrated organizational and communication skills.

MAJOR FUNCTION

The Director, Career, Technical, and Adult Education – Postsecondary assists the Executive Director, Career, Technical, and Adult Education (CTAE) with overall department operations. The Director has primary responsibility for the administration and supervision of postsecondary career, technical and adult education programs countywide. In addition, the Director shares leadership in the planning, organizing, coordinating, and evaluating of all postsecondary career and technical programs.

ESSENTIAL RESPONSIBILITIES

- Assists the Executive Director, CTAE in developing, deploying, and maintaining a comprehensive postsecondary career education system including planning, organizing, coordinating, deploying and evaluating of all postsecondary career technical programs including the Pinellas Technical Education Centers; Clearwater and Dixie Hollins Adult Education Centers; Lakewood, Northeast, and Palm Harbor Community Schools; and Tomlinson Adult Learning Center
- Works cooperatively with the Director, Career, Technical, and Adult Education – Secondary, in coordinating dual enrollment programs and other activities spanning the K-12 and postsecondary levels
- Participates in departmental FTE projections, staffing model recommendations, public relations, and development of policies and procedures
- Oversees, manages, and allocates the Workforce Education Fund
- Prepares and manages assigned budgets
- Develops and oversees a district-wide postsecondary marketing plan
- Supervises the development of curriculum, instructional methods, and accountability for all postsecondary career, technical, and adult education programs
- Provides guidance and direction to CTAE supervisors in the areas of personnel, budget, professional development, and joint projects as they relate to postsecondary programs
- Assists with the development and publication of curriculum materials, textbook recommendations and course code directories

DIRECTOR, CAREER, TECHNICAL, AND ADULT EDUCATION – POSTSECONDARY

ESSENTIAL RESPONSIBILITIES (Continued)
<ul style="list-style-type: none">• Assists in the communication of program information to all K-12 principals, assistant principals, and subject area supervisors• Coordinates activities related to countywide graduation• Assists the Executive Director, CTAE in the development of grants, project proposals, and interagency contracts and agreements• Plans, implements, and monitors selected grants and required DOE documents.• Maintains close relationships with community agencies• Assists with the planning of educational specifications for career, technical, and adult education facilities• Plans and conducts curriculum committee meetings• Provides direct assistance in the day-to-day execution of departmental activities• Coordinates programs and projects for special need populations, such as students with disabilities, limited English proficient, and economically disadvantaged• Represents the Superintendent and Executive Director, CTAE on standing district committees and community agency/partner organizations• Assists with data collection, analysis, and reporting• Plans and conducts meetings and training for school-based personnel.• Responsible for district development and deployment of new postsecondary career technical programs• Monitors current labor market information and uses that information in establishing short- and long-range goals for the department• Performs related work as required
TERMS OF EMPLOYMENT
<p><i>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 established by the District.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>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.</i></p>
HISTORY OF JOB CLASSIFICATION
ISSUED: 10/13 LM; BOARD APPROVED:

DIRECTOR, CAREER, TECHNICAL, AND ADULT EDUCATION – POSTSECONDARY

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				

Director, Career, Technical, and Adult Education – Postsecondary – ADM

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB:
Pay Grade: C09

FLSA: Exempt
Administrative

DIRECTOR, CAREER, TECHNICAL, AND ADULT EDUCATION – SECONDARY

REPORTS TO:

Executive Director, Career, Technical, and Adult Education

SUPERVISES:

Program Manager, Career, Technical, and Adult Education
Business Technologies and Diversified Education Specialist
Industrial, Technology, and Agribusiness Education Specialist
Family and Consumer Sciences and Health Science Education Specialist
Apprenticeships, Work-Based Learning Specialist
Administrator, Gus Stavros Institute
Support Staff

QUALIFICATIONS:

Master's degree with certification in Adult Administration, Vocational Director, Administration/ Supervision, Educational Leadership, School Principal, or an equivalent certification as defined by the Florida Department of Education. Minimum of three (3) years administrative or supervisory experience and five (5) years related professional experience in career technical or adult education. Demonstrated abilities in management and supervision. Demonstrated organizational and communication skills.

MAJOR FUNCTION

The Director, Career, Technical, and Adult Education - Secondary assists the Executive Director, Career, Technical, and Adult Education (CTAE) with the oversight of all K-12 operations for the Department of Career, Technical, and Adult Education. The Director has primary responsibility for the administration and supervision of all K-12 career and technical programs, Enterprise Village, and Finance Park at the Stavros Institute. In addition, the Director works with the Executive Director, CTAE and shares leadership in the planning, organizing, coordinating, deployment, and evaluating of all K-12 career technical programs including the Academies of Pinellas; centers of excellence, career academies, career and professional education programs, and career-themed programs.

ESSENTIAL RESPONSIBILITIES

- Assists the Executive Director, CTAE in developing, deploying, and maintaining a comprehensive K-12 career education system including planning, organizing, coordinating, deploying, and evaluating of all K-12 career technical programs including the Academies of Pinellas; centers of excellence, career academies, career and professional education programs, and career-themed programs
- Works cooperatively with the Director, Career, Technical, and Adult Education – Postsecondary, in coordinating dual enrollment programs and other activities spanning the K-12 and postsecondary levels
- Helps define and interpret the district's educational goals
- Oversees K-12 career technical comprehensive program reviews
- Participates in departmental FTE projections, staffing model recommendations, public relations, marketing, and development of policies and procedures
- Prepares and manages assigned budgets
- Supervises the development of curriculum and instructional methods and accountability for all K-12 career technical programs
- Provides guidance and direction to career, technical, and adult education supervisors in the areas of personnel, budget, professional development, and joint projects.
- Oversees, manages, and is responsible for the district's secondary industry certification program

DIRECTOR, CAREER, TECHNICAL, AND ADULT EDUCATION – SECONDARY

ESSENTIAL RESPONSIBILITIES (Continued)
<ul style="list-style-type: none">• Oversees, manages, and allocates secondary industry certification bonus funds• Assists with the development and publication of curriculum materials, textbook recommendations and course code directories• Assists in the communication of curriculum information to all principals, assistant principals, and subject area supervisors• Assists the Executive Director, CTAE in the development of grants, project proposals, and interagency contracts and agreements• Plans, implements, and monitors selected grants and required DOE documents• Maintains close relationships with community agencies• Assists with the planning of educational specifications for career, technical, and adult education facilities• Plans and conducts curriculum committee meetings• Provides direct assistance in the day-to-day execution of departmental activities• Represents the Superintendent and Executive Director, CTAE on standing district committees and community agency/partner organizations• Encourages and facilitates the involvement of the corporate community and community partners in the ongoing operation and evaluation of K-12 career technical programs• Assists with data collection, analysis and reporting• Plans and conducts meetings and training for school-based personnel• Responsible for district development and deployment of new secondary career technical programs• Monitors current labor market information and uses that information in establishing short- and long-range goals for the department• Performs other related work as required
TERMS OF EMPLOYMENT
<p><i>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 established by the District.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>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.</i></p>
HISTORY OF JOB CLASSIFICATION
ISSUED: 10/13 LM; BOARD APPROVED:

DIRECTOR, CAREER, TECHNICAL, AND ADULT EDUCATION – SECONDARY

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				

Director, Career, Technical, and Adult Education – Secondary – ADM

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB:
Pay Grade: E07

FLSA: Exempt
PTS

APPRENTICESHIPS AND WORK-BASED LEARNING SPECIALIST

REPORTS TO:

Director, Career, Technical, and Adult Education – Secondary

SUPERVISES:

Summer Pre-Apprentice Program, Teachers, and Students

QUALIFICATIONS:

Bachelor's degree from an accredited college or university with certification as defined by the Florida Department of Education. Five (5) years of related professional experience. Three (3) years of successful teaching and/or administrative experience in a related vocational program. Experience in curriculum development and staff development.

PREFERRED:

Master's degree in Adult Administration, Vocational Director, Administration/Supervision, Educational Leadership, or School Principal.

MAJOR FUNCTION

Oversees apprentice and pre-apprentice programs both secondary and postsecondary districtwide. Responsible for the development and implementation of pre-apprenticeship and apprenticeship programs and opportunities with new and existing employers. Oversees summer pre-apprenticeship programs, teachers, and students. Coordinates with other specialists' work-based learning programs.

ESSENTIAL RESPONSIBILITIES

- Coordinates the Apprentice and Work-Based Learning Programs
- Responsible for development and ongoing operation of new apprenticeship and work-based learning programs
- Monitors and coordinates current apprenticeship programs with the Florida Department of Labor and local industry
- Meets frequently in the evenings with the apprenticeship committees
- Supervises summer youth apprentice programs
- Recruits businesses, corporate entities, and agencies for pre-apprentice and apprentice opportunities
- Establishes and maintains an ongoing survey of business and industry training needs
- Maintains coordination between Pinellas Council on Economic Development and CTAE
- Coordinates research and development of programs for new and emerging companies
- Assists all CTAE programs in the development and operation of program advisory committees
- Maintains yearly schedules and minutes of all advisory committee meetings
- Attends program advisory committee meetings as necessary
- Serves as liaison between appropriate school personnel, industry personnel, and other agencies
- Facilitates writing and editing of curriculum guides for specific industries
- Maintains ongoing study of community labor needs, coordinating with local industry
- Advises new instructors with their procedures and responsibilities
- Performs follow up studies on completed classes

APPRENTICESHIPS AND WORK-BASED LEARNING SPECIALIST

ESSENTIAL RESPONSIBILITIES (Continued)
<ul style="list-style-type: none">• Markets programs to business and industry, Chamber of Commerce, civic organizations, and advisory committees• Keeps abreast of educational training trends and implements new programs based on demand• Serves as a public relations link between local companies and CTAE• Observes training programs, both on and off site• Develops public relations materials such as audio visual presentations, folders, brochures, newsletters, and annual reports• Works to secure grant funds to support current and new programs• Recruits and recommends part-time instructors for various industry classes• Performs other related duties as required
TERMS OF EMPLOYMENT
<p><i>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 established by the District.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>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.</i></p>
HISTORY OF JOB CLASSIFICATION
ISSUED: 10/13 LM; BOARD APPROVED:

APPRENTICESHIPS AND WORK-BASED LEARNING SPECIALIST

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				