

Job Title: Director – Workforce Education



Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Exempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Administrative – 3

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to provide administrative leadership in the development, implementation, and evaluation of career education curricula, workforce development initiatives, and transition methodologies for students' articulation to post-secondary education/training and/or employment.

ESSENTIAL JOB FUNCTIONS

- Develops staffing budgets for Adult Education based on performance based funding.
- Assists in developing guidelines for disseminating information relative to legislative and school-based mandates.
- Assists parents in working with schools to resolve problems affecting student achievement.
- Encourages, collects, and disseminates data in format helpful to schools.
- Provides data essential to schools in developing school improvement initiatives.
- Assists principals in solving problems which involve the implementation of policies and guidelines.
- Receives and acts on leave requests submitted by members of the department.
- Provides information to outside agencies, parent groups, and professional organizations for improved understanding of department goals.
- Provides information, data, and other communications to School Board at regular intervals and/or as requested.
- Keeps Superintendent and his staff informed of departmental needs, shortcomings, and achievements.
- Works with businesses and vocational entities in the community; i.e., mentors, vocational committees, and others.
- Collects and analyzes data and provides information to schools in a formal communication.
- Maintains availability to civic organizations as an educational resource person, particularly as it relates to technical and adult education.
- Provides or recommends workshops, seminars, and conferences where staff members can access skills, techniques, and ideas which provide for greater effectiveness.

- Attends workshops, conferences, and seminars which lead to self-improvement.
- Recommends to the Professional Learning Department programs which teachers and principals have requested through the needs assessment process.
- Sets priorities and goals for the department through discussions with members of the department.
- Interacts with principals to assist in developing program goals and evaluation.
- Develops FTE projections in collaboration with Finance Department.
- Reviews staffing patterns to reflect student population and budget.
- Defines guidelines for school site personnel to incorporate in the development of School Improvement Plans.
- Facilitates state audits by working with all staff members involved in the audit process.
- Serves on District committees as assigned.
- Assists school based administrators in conflict resolution.
- Completes all reports accurately and submits reports in a timely manner.
- Supervises assigned personnel, conducts annual performance appraisals, and makes recommendations for appropriate employment action.
- Observes and interacts with other supervisory personnel in developing goals and evaluating performance annually.
- Provides leadership in developing and reviewing District policies.
- Reviews and revises the Student Progression Plan.
- Reviews and revises curriculum in light of current trends in technology and adult education.
- Develops and administers departmental budgets.
- Includes all stakeholders in the decision-making process.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Master's Degree from an accredited educational institution.
- Certification as a Vocational Education Director or Educational Leadership.
- Minimum of ten (10) years of successful teaching experience.
- Minimum of three (3) years of administrative or supervisory experience at the District or school level.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to display knowledge of the principalship and related responsibilities.
- Requires the ability to display knowledge of current research in education.
- Requires the ability to display awareness of trends in education.
- Requires the ability to display knowledge of Florida law, Department of Education rules, School Board rules, and administrative guidelines as they pertain to Applied Technology and Adult Education.
- Requires the ability to communicate effectively, both orally and in writing with all educational professionals and the community.
- Requires the ability to manage and utilize time effectively.
- Requires the ability to manage stress.
- Requires the ability to display positive interpersonal skills.

- Requires the ability to display knowledge of current job needs in community and state.
- Requires the ability to interpret and utilize data.
- Requires the ability to organize work around broad organizational goals and processes.
- Requires the ability to perform work that encompasses advanced technical, scientific, legal, or mathematical concepts.
- Requires the ability to determine goals, policies, and desired outcomes for multiple units and the appropriate level of resources to meet the organization's needs.
- Requires the ability to provide updates to senior managers, elected officials, or other community groups or organizations.
- Requires the ability to maintain accountability for inventory/property management.
- Requires the ability to manage or administer grant funds.
- Requires the ability to make recommendations that impact the budget and manage the budget within assigned department/division.
- Requires the ability to use small office equipment, including copy machines or multi-line telephone systems.
- Requires the ability to use computers for data entry and for word processing and/or accounting purposes.

PHYSICAL DEMANDS

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently as needed to move objects. The work also requires the following physical abilities in order to perform the essential job functions: fingering, hearing, kneeling, mental acuity, reaching, repetitive motion, speaking, standing, talking, visual acuity, and walking.

WORKING CONDITIONS

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: