



Job Title: Specialist – 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 – 12

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this job is to provide information, resources, training, and support for effective strategies and technologies for the quality education of students.

ESSENTIAL JOB FUNCTIONS

- Serves school-site administrators, instructors, and students by ensuring that District assets are equitably distributed across the District's CTE programs.
- Builds and maintains relationships with local industry to ensure that curriculum aligns with needs of the local and regional workforce needs.
- Assists in the selection and organization of instructional materials and teaching aides.
- Requisitions equipment and supplies necessary for the effective operation of the Workforce Education programs/classes.
- Develops and administers annual budgets for areas of assignment.
- Facilitates requisition of materials, supplies, equipment, and stipends/salaries for assigned programs and related personnel.
- Develops responses to state and federal requests for proposal related to Workforce Education grants.
- Organizes community business and industry groups for involvement in Workforce Education initiatives for 6-12 schools.
- Assists 6-12 schools in the development of Workforce Education curriculum and initiatives.
- Assists 6-12 schools in obtaining Workforce Education-related guest speakers and presentations.
- Conducts business and industry surveys for determining occupational training needs and potential placement of students in job shadowing, internships, and permanent employment.
- Assists schools in the development of advisory committees for Workforce Education activities.
- Provides 6-12 classroom presentations on career preparation.
- Coordinates after school child care programs for students and working parents.
- Provides for the security and inventory of the property in areas of responsibility.

- Conducts teacher meetings and conferences.
- Assists in the planning and developing of facilities.
- Negotiates contracts with local agency representatives and/or private business owners related to assignment.
- Works closely with community college staff to develop articulation plans.
- Works closely with personnel from post-secondary institutions to develop articulation agreements in the program areas supervised.
- Works with Facilities Planning in planning new facilities for the program areas supervised.
- Responds to inquiries and concerns in a timely manner.
- Keeps supervisor informed of potential problems or unusual events.
- Disseminates information and current research to appropriate personnel.
- Interacts with parents, outside agencies, businesses, and the community to enhance understanding of District initiatives and priorities and to elicit support and assistance.
- Surveys latest equipment and attend workshops to keep alert to new developments in technology.
- Plans, coordinates, and evaluates Workforce Education in service training programs.
- Trains instructors in sound principles of class organization and management.
- Maintains membership in and participates in professional associations.
- Attends conferences, workshops, and state meetings as a representative of the District.
- Conducts instructor surveys for in service needs related to Workforce Education implementation.
- Develops annual goals and objectives consistent with and in support of District goals and priorities.
- Prepares or oversees the preparation of all required reports and maintains appropriate records.
- Serves on District, state, or community councils or committees as assigned or appropriate.
- Represents, consistently, the District in a positive and professional manner.
- Serves as District facilitator for school improvement.
- Provides leadership and guidance in the development of annual goals and objectives for assigned programs.
- Provides oversight and direction for cooperative planning and other agencies.
- Sets high standards and expectations for self and others.
- Assists in the development of the District's Strategic Plan.
- Serves as a member of the District's Curriculum and Instruction team for school improvement through planning and implementing multi-level District projects.
- Facilitates problem solving by individuals or groups.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Master's Degree from an accredited educational institution in Educational Leadership, Curriculum and Instruction, or Administration and Supervision.
- Regular or professional Florida Teacher Certification covering a career education area.
- If applicable, meet the Department of Children and Families requirements for Child Care Owner/Operator/Administrator.

- Minimum of five (5) years of successful teaching experience.
- 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 a knowledge of applicable federal and state statutes, District policies, and related curriculum frameworks.
- Requires the ability to plan, organize, and prioritize activities.
- Requires the ability to communicate effectively, both orally and in writing.
- Requires the ability to display a knowledge of budget management, contract writing, and technical writing.
- Requires the ability to display a possession of collaborative skills.
- Requires the ability to oversee work that involves the use of complex technical, scientific, or mathematical concepts that increases the efficiency and effectiveness of the organization.
- Requires the ability to determine goals, policies, and desired outcomes for multiple units.
- Requires the ability to make recommendations that impact the budget, determine allocation of budget among departments/divisions, and manage the budget within assigned department/division.

PHYSICAL DEMANDS

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as need to move objects. The work also requires the following physical abilities in order to perform the essential job functions: hearing, 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: