

SCHOOL DISTRICT OF ALACHUA COUNTY  
DIRECTOR – CAREER AND TECHNICAL EDUCATION  
JOB DESCRIPTION

JOB CODE: 630190 BARGAINING UNIT ELIGIBILITY: No  
FLSA: Exempt PAY GRADE: 05  
CONTRACT CODE: 04 SALARY SCHEDULE: Administrative

QUALIFICATIONS:

- (1) Masters degree from an approved accredited educational institution.
- (2) Minimum of five (5) years successful teaching experience and/or administrative experience.
- (3) Certification as Director of Vocational Education.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of research, current trends and best practices in area of career and technical education. Knowledge of Florida school laws, regulations and local School Board policies and procedures as they relate to vocational education. Ability to identify the needs and skill to direct the vocational and adult education programs in the district. Ability to work with a diversity of individuals. Skill in budget-development and control. Ability to maintain effective working relationships with colleagues, agencies, school administration, teachers, and students. Knowledge of and ability to use current and emerging technologies to improve instruction and the design of facilities.

REPORTS TO:

Superintendent, Deputy -- Curriculum and Instructional Services

JOB GOAL

To effectively plan, organize, direct and coordinate the District’s career and technical education programs.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

- \*(1) Provide leadership and direction for Career and Technical Education programs that meet student and community needs.
- \*(2) Prioritize and allocate resources in order to obtain maximum student opportunities and performance from the instructional program.
- \*(3) Create, control and administer budgets from state and federal grants and from district funds in compliance with legal requirements.
- \*(4) Monitor Career and Technical Education programs and use various data to provide for the improvement of student, teacher and program performance.
- \*(5) Select, order, maintain and inventory equipment, materials and software.
- \*(6) Supervise the preparation and maintenance of accurate and timely reports and records.

## DIRECTOR -- CAREER AND TECHNICAL EDUCATION (Continued)

- \* (7) Provide innovation and direction in using current and emerging technologies to examine and improve the techniques and strategies of instruction.
- \* (8) Locate, understand and use federal and state employment forecasting data for program development.
- \* (9) Promote the integration of Career and Technical Education curriculum content with academic curriculum content.
- \* (10) Keep informed and disseminate information about current research, trends and best practices in areas of responsibility.
- \* (11) Demonstrate proactive leadership and effective management skills to motivate and gain commitment of staff to facilitate task accomplishment.
- \* (12) Utilize appropriate strategies and problem solving skills to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.
- \* (13) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
- \* (14) Be knowledgeable of and adhere to Board Policies.
- \* (15) Assist in the interpretation of programs, philosophy and policies of the district to staff, students, parents and the community.
- \* (16) Interact with parents, outside agencies, business and community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
- \* (17) Represent the district in a positive and professional manner and demonstrate support for the school district and its goals and priorities.
- \* (18) Monitor district compliance with applicable codes, rules and statutes.
- \* (19) Keep abreast of legal requirements and proposed changes in areas of responsibility and provide advice to the supervisor as to their impact on the District.
- \* (20) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- \* (21) Participate in the development of policies and procedures.
- \* (22) Attend meetings and conferences to promote professional growth and benefit the District.
- \* (23) Maintain expertise in assigned area to fulfill project goals and objectives.
- \* (24) Prepare or oversee the preparation of all required reports and maintain updated and accurate records.
- \* (25) Develop appropriate Board agenda items pertaining to areas of responsibility.
- \* (26) Communicate effectively with the public, staff members, administrators, and other contact persons using tact and good judgment.
- \* (27) Respond to inquiries and concerns in a timely manner.
- \* (28) Model and maintain high ethical standards.
- \* (29) Adhere to applicable safety standards.
- \* (30) Follow attendance, punctuality and proper dress rules.
- \* (31) Maintain confidentiality regarding school/workplace matters.
- \* (32) Serve on district, state or community committees as assigned or appropriate.
- (33) Perform other duties as assigned.

*\*Essential Performance Responsibilities*

## DIRECTOR -- CAREER AND TECHNICAL EDUCATION (Continued)

### PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force and/or up to 10 pounds of force as needed to move objects.

### TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

### EVALUATION:

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

### Job Description Addendum No. 12

Adopted: 7/20/10