

**SCHOOL DISTRICT OF GADSDEN COUNTY  
SERVICE DEFINITIONS AND DATA COLLECTION FORM**

**DIRECTOR OF ADULT CAREER AND TECHNICAL EDUCATION**

***1. Service Delivery***

- \_\_\_\_\_ 1. Assist school principals in supervising, developing and implementing the district’s CTE programs.
- \_\_\_\_\_ 2. Oversee the development of CTE programs of all assigned schools.
- \_\_\_\_\_ 3. Monitor progress of implementation of CTE programs and provide assistance upon request of the principal and/or teacher.
- \_\_\_\_\_ 4. Coordinate and assist with the adoption, development, revision, and publication of CTE program materials
- \_\_\_\_\_ 5. Review student performance in CTE programs.
- \_\_\_\_\_ 6. Routinely visit assigned schools, including classrooms.
- \_\_\_\_\_ 7. Coordinate Council on Occupational Education (COE) accreditation activities for the college.
- \_\_\_\_\_ 8. Recommend and coordinate program of instruction for assigned schools.
- \_\_\_\_\_ 9. Manage and monitor grant budgets as assigned.
- \_\_\_\_\_ 10. Coordinate special projects as needed.
- \_\_\_\_\_ 11. Coordinate regularly scheduled CTE meetings.
- \_\_\_\_\_ 12. Organize and supervise the vocational / applied technology education program of the District.
- \_\_\_\_\_ 13. Monitor the vocational education program for compliance with all governing rules and regulations and report all infractions to the Superintendent.
- \_\_\_\_\_ 14. Review all requests for vocational education textbooks and instructional supplies and make recommendations for purchase.
- \_\_\_\_\_ 15. Administer the adult education program pursuant to provisions of Florida School laws, State Board of Education regulations, and School Board policies.
- \_\_\_\_\_ 16. Coordinate the writing and submission of grants and other funding proposals.
- \_\_\_\_\_ 17. Collect and report data required by the District or state, such as Placement and Follow-up reports, Carl Perkins grant reports, and Gold Seal Endorsement data.
- \_\_\_\_\_ 18. Supervise and monitor special fund expenditures, such as federal or state grants and equipment replacement and repair funds.
- \_\_\_\_\_ 19. Coordinate Tech Prep and School-to-Work programs.
- \_\_\_\_\_ 20. Develop, organize, and coordinate community education programs and activities.

***2. INTERAGENCY COMMUNICATION AND DELIVERY***

- \_\_\_\_\_ 21. Maintain effective relations with patrons, employees and the general public.
- \_\_\_\_\_ 22. Coordinate CTE activities.
- \_\_\_\_\_ 23. Facilitate close communication with FLDOE, vendors, and the finance department ensure cost efficiency.
- \_\_\_\_\_ 24. Disseminate and interpret information on curriculum and District, state, and federal initiatives.
- \_\_\_\_\_ 25. Promote cooperative relationships and coordinated efforts among community stakeholders and school sites.
- \_\_\_\_\_ 26. Evaluate and review, on a continuous basis, post-secondary CTE programs.
- \_\_\_\_\_ 27. Work closely with advisory councils to maintain effective, up-to-date, applied technology programs.
- \_\_\_\_\_ 28. Serve as a District liaison with post-secondary institutions and the Florida Department of Education.

**Director of Adult Career and Technical Education (continued)**

**3. PROFESSIONAL GROWTH AND IMPROVEMENT**

- \_\_\_\_\_ 29. Develop and deliver appropriate and current training for all assigned staff.
- \_\_\_\_\_ 30. Keep abreast of new developments in Adult Career and Technical Education.
- \_\_\_\_\_ 31. Keep abreast of legal requirements and proposed changes in areas of responsibility and provide advice to the Assistant Superintendent as to their impact on the District.
- \_\_\_\_\_ 32. Attend meetings and conferences which promote professional growth and benefit the District.
- \_\_\_\_\_ 33. Promote and support professional development for self and others.
- \_\_\_\_\_ 34. Establish procedures which ensure personnel awareness of Florida Statutes, State Board of Education rules and health - safety standards and ensure the standards are implemented.

**4. SYSTEMIC FUNCTIONS**

- \_\_\_\_\_ 35. Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
- \_\_\_\_\_ 36. Plan for the timely replacement of instructional equipment.
- \_\_\_\_\_ 37. Prepare all required reports and maintain all appropriate records.
- \_\_\_\_\_ 38. Demonstrate support for District goals and priorities.
- \_\_\_\_\_ 39. Serve as a program consultant to school personnel with assistance in the identification of program needs, selection of appropriate materials and equipment, and in selection of effective teaching strategies.
- \_\_\_\_\_ 40. Maintain a close working relationship with school administrators to ensure information exchange, coordination of efforts, and general support for the decision-making process.
- \_\_\_\_\_ 41. Assist in the development of administrative guidelines and policies for vocational / applied technology programs.
- \_\_\_\_\_ 42. Assist in maintaining appropriate coordination between applied technology programs and other programs.
- \_\_\_\_\_ 43. Provide input in the planning, modification, and construction of school facilities.
- \_\_\_\_\_ 44. Perform other duties as assigned.

**5. LEADERSHIP AND STRATEGIC ORIENTATION**

- \_\_\_\_\_ 45. Provide leadership and direction for the planning, implementation, and evaluation of vocational / applied technology and adult education programs and activities.
- \_\_\_\_\_ 46. Demonstrate initiative in recognizing needs, problems, or potential for improvement and take appropriate action.
- \_\_\_\_\_ 47. Model and maintain high standards of professional conduct.
- \_\_\_\_\_ 48. Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- \_\_\_\_\_ 49. Contribute to District planning activities, including providing input into short - and long-term goals and objectives, budget, and use of resources.

**6. WORKSITE SERVICE STANDARDS**

- \_\_\_\_\_ 50. Student growth and achievement, the work ethic, fostering and developing professional image, collaboration and affirmative networking, systemic and systematic preparation for function delivery, interpersonal interaction, teammanship and communication skills, translating organizational purpose into observable behavior and others.

**7. ASSESSMENT AND OTHER SERVICES**

- \_\_\_\_\_ 51. The use of the adopted performance appraisal system for instructional and other employees.
- \_\_\_\_\_ 52. The accurate and timely filing of all school reports.
- \_\_\_\_\_ 53. The completion of required professional development services.

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**DATA COLLECTION CODES**

**O -- Observed**  
**C -- Collected Data**

**I -- Clearly Indicated**  
**NE -- Not Evident**

**INTERACTION DATES**

**Formal Observations**

\_\_\_\_\_ (Date)  
\_\_\_\_\_ (Date)  
\_\_\_\_\_ (Date)

**Informal Observations**

\_\_\_\_\_ (Date)  
\_\_\_\_\_ (Date)  
\_\_\_\_\_ (Date)

\_\_\_\_\_ (Signature of Evaluator / Date)