

## SCHOOL DISTRICT OF GADSDEN COUNTY

### JOB DESCRIPTION

#### DIRECTOR OF VOCATIONAL AND ADULT EDUCATION

**QUALIFICATIONS:**

- (1) Master's Degree from an accredited educational institution.
- (2) Certified as a Vocational Education Director.
- (3) Minimum of ten (10) years successful experience in education, including at least three (3) years in administration and three (3) years teaching experience.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of local, state, and national law, rules, and policies which affect vocational and adult education. Ability to communicate effectively with a variety of audiences. Knowledge of the teaching / learning process in the school setting. Ability to supervise the implementation of programs and budgets.

**REPORTS TO:**

Deputy Superintendent

<p><b>JOB GOAL</b></p> <p>To ensure the effective implementation of vocational and adult education in Gadsden County.</p>
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**SUPERVISES:**

Principal of Gadsden Technical Institute  
 Social Worker, Visiting Teacher  
 Assigned Support Personnel

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

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 those established by the District.

**EVALUATION:**

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

**Job Description Supplement No. 11**

**DIRECTOR OF VOCATIONAL AND ADULT EDUCATION (Continued)****PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- \* (1) Organize and supervise the vocational / applied technology education program of the District.
- \* (2) Monitor the vocational education program for compliance with all governing rules and regulations and report all infractions to the Superintendent.
- \* (3) Review all requests for vocational education textbooks and instructional supplies and make recommendations for purchase.
- \* (4) Administer the adult education program pursuant to provisions of Florida School laws, State Board of Education regulations, and School Board policies.
- \* (5) Coordinate the writing and submission of grants and other funding proposals.
- \* (6) 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.
- \* (7) Supervise and monitor special fund expenditures, such as federal or state grants and equipment replacement and repair funds.
- \* (8) Coordinate Tech Prep and School-to-Work programs.
- \* (9) Develop, organize, and coordinate community education programs and activities.

**Interagency Communication and Delivery**

- \* (10) Disseminate and interpret information on curriculum and District, state, and federal initiatives.
- \* (11) Organize county groups to provide for effective revision and articulation of the county vocational educational instructional programs.
- \* (12) Assist school curriculum coordinators in developing and implementing the vocational education instructional program.
- \* (13) Work with post-secondary institutions to develop articulation agreements.
- \* (14) Work closely with advisory councils to maintain effective, up-to-date, applied technology programs.
- \* (15) Consult with business and community groups on educational and training needs.
- \* (16) Serve as District liaison with the Florida Department of Education on matters related to vocational and adult / community education.

**Professional Growth and Improvement**

- \* (17) Assist in the development, implementation, and evaluation of staff development activities related to vocational and adult education.
- \* (18) Maintain a network of peer contacts through professional organizations.
- \* (19) Keep abreast of current trends and changes in vocational and adult education, including related laws, rules, and policies.
- \* (20) Assist principals and District-level administrators in understanding and keeping abreast of trends and developments in vocational and adult education.
- \* (21) Promote and support professional development for self and others.

**Systemic Functions**

- \* (22) Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
- \* (23) Plan for the timely replacement of instructional equipment.
- \* (24) Prepare all required reports and maintain all appropriate records.
- \* (25) Demonstrate support for District goals and priorities.
- \* (26) 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.
- \* (27) Maintain a close working relationship with school administrators to ensure information exchange, coordination of efforts, and general support for the decision-making process.
- \* (28) Assist in the development of administrative guidelines and policies for vocational / applied technology programs.

**DIRECTOR OF VOCATIONAL AND ADULT EDUCATION (Continued)**

- \*(29) Assist in maintaining appropriate coordination between applied technology programs and other programs.
- \*(30) Provide input in the planning, modification, and construction of school facilities.
- (31) Perform other duties as assigned.

**Leadership and Strategic Orientation**

- \*(32) Provide leadership and direction for the planning, implementation, and evaluation of vocational / applied technology and adult education programs and activities.
- \*(33) Demonstrate initiative in recognizing needs, problems, or potential for improvement and take appropriate action.
- \*(34) Model and maintain high standards of professional conduct.
- \*(35) Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- \*(36) Contribute to District planning activities, including providing input into short- and long-term goals and objectives, budget, and use of resources.

\*Essential Performance Responsibilities