

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

ASSISTANT DIRECTOR, CAREER TECHNICAL EDUCATION K-12

SALARY SCHEDULE: ADMINISTRATIVE – ASSISTANT PRINCIPAL – HIGH SCHOOL LEVEL

COST CENTER: CAREER AND TECHNICAL EDUCATION - 9014

QUALIFICATIONS:

- Master's Degree from an accredited educational institution.
- One of the following:
 - Florida Certification in Educational Leadership, or
 - Florida Certificate for Local Director of CTE/Vocational Education, or
 - Minimum 3 years relevant administrative/supervisory experience
- Minimum of three (3) years' experience as a CTE teacher.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Demonstrated experience in developing, implementing, and expanding high-quality K–12 Career and Technical Education (CTE) programs that prepare students for success in college, careers, and the workforce.
- Strong understanding of effective pedagogy and adult learning theories to support both secondary and postsecondary students and educators.
- Proven ability to plan, manage, and monitor CTE budgets and resources to ensure fiscal responsibility and alignment with district and state priorities.
- Skilled in building and maintaining collaborative partnerships with business, industry, and community organizations to enhance workforce pathways.
- Ability to lead in diverse educational settings and foster inclusive environments that reflect the demographics and needs of Sarasota County Schools.
- Demonstrated capacity to provide collaborative leadership within a participatory management structure using a consensus-building approach.
- Expertise in organizing, prioritizing, and managing multiple initiatives related to CTE program design, implementation, and evaluation.
- Comprehensive knowledge of federal, state, and local laws, regulations, and policies governing Career and Technical Education and workforce development.
- Familiarity with current trends, research, and best practices in CTE, workforce readiness, and adult and postsecondary education.
- Ability to interpret and uphold State Board rules, the Florida Code of Ethics, School Board policies, and relevant evaluation procedures.
- Exceptional written and verbal communication skills for effectively engaging diverse stakeholders including students, educators, business partners, and community members.
- Deep knowledge of curriculum design, instructional strategies, and assessment practices that support student success in CTE programs.
- Ability to analyze and utilize data to inform decision-making, monitor outcomes, and drive continuous improvement in CTE programs.
- Proficiency in leveraging technology tools and digital resources to enhance teaching, learning, and program management within CTE.

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- Knowledge of district Student Progression Plan.
- Knowledge of the Florida Statutes related to curriculum and instruction requirements.

REPORTS TO:

Executive Director of Career, Technical and Adult Education

JOB OBJECTIVE:

To lead and support the development, implementation, and continuous improvement of K-12 Career and Technical Education programs that prepare Sarasota County students for college, career, and life success.

SUPERVISES:

Administrative, Instructional and Classified Staff as assigned.

PERFORMANCE RESPONSIBILITIES:

- Represents Sarasota County Schools in the planning, implementation, and evaluation of K-12 CTE programs.
- Ensures alignment with the Bureau of Career, Technical, and Adult Education and relevant local, state, and federal regulations.
- Provides technical support for the development, placement, and continuous improvement of Career Technical Education and applied technology programs across all schools.
- Supports principals in managing and supervising College and Career initiatives and Career Centers in high schools.
- Collaborates with secondary schools to prepare and manage CTE program budgets and reporting.
- Ensures compliance with all state and federal requirements for vocational and technical education programs.
- Monitors Work-Based Learning goals and provides opportunities for students to make connections with potential employers.
- Provides leadership to the Farm Program Manager and oversees the development, operations, and expansion of the district's agricultural programs.
- Identifies and develops projects, programs, and grant proposals to secure state and federal funding opportunities aligned with district needs.
- Oversees the collection, maintenance, and reporting of data related to student progress, placement, and postsecondary outcomes in CTE programs.
- Partners with Curriculum and Professional Learning departments to plan and coordinate workshops, professional learning opportunities, and Inservice training for CTE teachers and staff.
- Assists principals in recruiting, screening, and recommending qualified applicants for CTE instructional and support positions.
- Collaborates with postsecondary institutions to align programs, enhance articulation agreements, and support student transitions into higher education and career pathways.
- Works with district and school personnel to plan, modify, and design school facilities that support high-quality CTE and applied technology programs.
- Provides leadership for the development and implementation of a comprehensive K-12 career preparation framework that connects classroom learning to real-world experiences.
- Builds and maintains strong partnerships with business leaders, community organizations, and local industry to promote workforce readiness and school-to-work transitions.

PHYSICAL REQUIREMENTS:

School Board Approved -

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

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. 10