

SCHOOL DISTRICT OF SARASOTA COUNTY**JOB DESCRIPTION****DIRECTOR, WORKFORCE DEVELOPMENT AND TECHNICAL EDUCATION****SALARY SCHEDULE: ADMINISTRATIVE G****COST CENTER: CHIEF OF SECONDARY SCHOOLS 9004****QUALIFICATIONS:**

- Master's Degree or higher from an accredited educational institution.
- Must obtain certification as Local Vocational Director within the first two years of employment.
- Florida Certification in Administration and Supervision or Educational Leadership preferred.
- Minimum of three (3) years' experience as a school or central office administrator or similar leadership experience of equal duration.
- Experience in managing fee-supported programs/continuing education programs.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of Career and Technical Education program design and implementation, including career pathways aligned to workforce demands.
- Interpret and ensure compliance with Florida Department of Education requirements related to Career and Technical Education, Adult Education, and postsecondary technical programs.
- Navigate and administer dual enrollment policies and articulation agreements between school districts, technical colleges, and postsecondary institutions.
- Understand and leverage workforce development systems, including partnerships with industry, workforce boards, and economic development organizations.
- Analyze and align industry certifications, licensure requirements, and credentialing frameworks aligned to high-wage, high-skill occupations.
- Oversee and guide technical college operations, including program approval processes, student enrollment management, and program compliance.
- Manage state and federal funding sources related to CTE and adult education (e.g., Perkins funding and workforce grants).
- Evaluate program evaluation and accountability metrics, including completion rates, job placement, certification attainment, and student outcomes.
- Interpret labor market data and workforce trends to guide program expansion and alignment with regional industry needs.
- Strengthen career pathway development from secondary education through postsecondary training and employment.
- Ability to develop effective working relationships with staff members and the collective bargaining personnel.
- Ability to use a participatory management style and consensus building approach.
- Ability to read, interpret and enforce the State Board rules, Code of Ethics, School Board policies and appropriate state evaluation procedures.
- Experience in and knowledge of SACS and COE accreditation requirements and procedures.
- Ability to use effective public speaking skills, group dynamics, interaction and problem-solving skills.

DIRECTOR, WORKFORCE DEVELOPMENT & TECHNICAL EDUCATION (Continued)

- Ability to communicate effectively, both orally and in writing.
- Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

REPORTS TO:

Chief of Secondary Schools

JOB OBJECTIVE:

To plan, implement, and evaluate effective career, technical and adult education program offerings.

SUPERVISES:

Administrative, Instructional, and Classified Personnel as assigned

PERFORMANCE RESPONSIBILITIES:

- Serve as the cost center head for the Suncoast Technical College (STC)
- Develops, evaluates, and recommends new or expanded programs and curricula in career and technical education for K-12 and Adults to meet current and projected workplace needs.
- Monitor the delivery of instruction and provide assistance to instructors.
- Secure appropriate resources to meet the demands of the curriculum.
- Build a culture that supports learning and encourages innovation.
- Coordinates program offerings and certification based on current and projected local, state and national labor market statistics.
- Monitor campus facilities to ensure safe, clean facilities and well-kept grounds.
- Develop and implement clear, consistent discipline guidelines and disciplinary action.
- Provides ongoing, relevant professional development opportunities for CTE teachers to ensure implementation of best practices in curriculum, instruction, and assessment.
- Communicate the vision, mission and goals of the school and promote a professional image of the school.
- Maintains current knowledge of District, state, and federal laws, regulations and policies affecting career and technical education and workforce development.
- Implement effective communication procedures with parents, students and staff.
- Serves as the District contact person for inquiries from school staff, parents and community members.
- Monitor and facilitate a system of procuring materials, supplies and equipment.
- Administer the allocation of resources and maintain appropriate records.
- Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- Directs the preparation of applications for Carl Perkins Federal Funds and monitors federal grants, contracts, and state grants for assigned programs.
- Oversees the expenditures of federal and state projects and grants to ensure compliance with the objectives and fiscal responsibilities of the grant.
- Serve as liaison to local businesses and industry in determining and facilitating workforce development needs.

DIRECTOR, WORKFORCE DEVELOPMENT & TECHNICAL EDUCATION (Continued)

- Respond to inquiries or concerns in a timely manner.
- Assists in the recruitment and screening of career and technical education teachers and facilitates beginning teacher activities.
- Prepares or supervises all reports required to be filed with appropriate education agencies in connection with assigned programs.
- Recommends specifications for new facilities construction/renovation and the purchase of related equipment, materials and supplies

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