

SEMINOLE COUNTY PUBLIC SCHOOLS

Job Description

COORDINATOR, Applied Technology Programs

QUALIFICATIONS

- Master's Degree with certification in the field expected to coordinate.
- Supervision certification.
- Minimum of four (4) years successful classroom teaching experience in the field expected to coordinate.

REPORTS TO Director of Applied Technology
Education

SUPERVISES Support and/or clerical staff directly
assigned to respective program.

POSITION GOAL

To provide comprehensive consultant services program to appropriate schools while continuing to maintain knowledge of current trends and developments within his/her curriculum area.

PERFORMANCE RESPONSIBILITIES

1. * Serve as consultant and/or coordinator for inservice activities in the area of responsibility.
2. * Provide leadership in curriculum development and implementation.
3. * Administer the program budget where applicable.
4. * Represent the District in local, state, and national meetings.
5. * Promote articulation in all areas of responsibility.
6. * Develop and promote a good public relations program.
7. * Develop and implement an annual and long range comprehensive plan.
8. * Plan and coordinate all specific objectives and activities which apply to the area of specialization.
9. * Provide for efficient and effective management of support and/or clerical staff assigned to respective program.
10. Perform other duties as assigned by the Director of Applied Technology Education.

**Denotes essential job function/ADA*

TERMS OF EMPLOYMENT

PAY GRADE

District Salary Schedule
AO-07-E \$71,237 - \$109,172
M-12 D-258 H-1935

POSITION CODES

PeopleSoft Position **TBA**
Personnel Category **12**
EEO-5 Line **43**

Function **6300**
Survey Code **63101**
Job Code **1320**

ADA CODES

2 **Sedentary Work**
3 **A-I/K-V**
4 **Indoors**

BOARD APPROVED

December 14, 1983