

SEMINOLE COUNTY PUBLIC SCHOOLS

Job Description

DIRECTOR, Applied Technology Education

QUALIFICATIONS

- Master's Degree in education with certification in Administration and Supervision, and Vocational Education Director.
- At least five years of successful vocational experience and five years of successful administrative experience.
- Knowledge of the laws and rules as they relate to vocational education.

REPORTS TO Executive Director for Instructional Support Services

SUPERVISES Coordinator, Applied Technology Education, Other Personnel in the Applied Technology Education Department

POSITION GOAL

To direct the District's applied technology programs.

PERFORMANCE RESPONSIBILITIES

1. * Advise and inform the assistant superintendent in formulation of policies, practices, and programs of vocational and technical education at the local, state, and national level.
2. * Assist in the development of educational specifications and provide consultant services during all phases of facility construction for all vocational and technical programs.
3. * Review equipment lists for all vocational and technical education programs. Coordinate the requisitions for all equipment and supplies related to federal projects in vocational and technical education.
4. * Assist with inservice activities for teachers of vocational and technical education programs.
5. * Evaluate vocational education programs and make recommendations concerning additions and changes in such programs.
6. * Provide for the continual validation of instructional competencies in vocational and technical education programs through the cooperative and organized effort of representatives from industry, education, and the lay public.
7. * Assist in recruiting qualified vocational and technical education personnel.
8. * Prepare budgets for the vocational and technical education department and assist with administering FTE earnings and expenditures.
9. * Review and give appropriate approval for all contractual agreements and/or serve as liaison between vocational and technical education programs under the jurisdiction of The School Board of Seminole County and cooperating groups, agencies, and the Community College.
10. * Provide information concerning good safety procedures in vocational and technical programs.
11. * Provide for the accountability of vocational and technical programs by preparing or supervising all reports required to be filed with appropriate education agencies in connection with assigned programs.
12. * Follow federal and state laws as well as all school board policies.
13. * Serve as member of the Instructional Council.
14. Perform other duties as assigned by the Executive Director for Instructional Support Services.

**Denotes essential job function/ADA*

TERMS OF EMPLOYMENT

PAY GRADE

District Salary Schedule
AO-03-C \$83,036 - \$127,378
 M-12 D-258 H-1935

POSITION CODES

PeopleSoft Position **TBA**
 Personnel Category **1**
 EEO-5 Line **3**

ADA CODES

2 Sedentary
3 A-C/F-G/L/P/S-V
4 Outdoors

BOARD APPROVED

May 29, 1990