

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

DIRECTOR, Educational Pathways (ePathways) and Strategic Partnerships

QUALIFICATIONS

- Master's Degree or higher in Education with certification in Administration and Supervision or Educational Leadership.
- At least five (5) years of successful teaching experience and five (5) years of successful school level and/or district administrative experience.
- Experience in district and/or school leadership, particularly with respect to designing, creating, implementing and monitoring PreK-12 system wide projects.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of Florida laws and statues and State Board rules as they related to school leadership, administrative job functions, virtual education, career and technical education, and home school options.
- Knowledge of technology and computer applications as related to administrative job functions, instructional integration in classrooms, virtual education, career and technical education, home school and innovative educational pathways (ePathways) for PreK-12 students.

SUPERVISION

REPORTS TO Deputy Superintendent for Instructional Excellence and Equity
SUPERVISES Assigned program administrators, Principal of Virtual School, teachers on assignment and clerical staff

POSITION GOAL

To lead, direct, implement and monitor the design of the PreK-12 ePathways Initiatives and Strategic Partnerships for 21st century college and career readiness, including virtual options, career and technical education, home school and innovative educational opportunities for students and teachers.

PERFORMANCE RESPONSIBILITIES

1. * Direct related communication, implementation, and evaluation of the District's ePathways Initiatives, including Career and Technical Education, all Virtual School cost centers, home school options and innovative learning opportunities
2. * Direct ePathways educational initiatives to ensure all students are prepared for academic and job related success in the 21st century as defined in the School Board's Strategic Plan System Initiative B.
3. * Create and direct the coordination, supervision, and final production of the SCPS ePathways Initiatives Business Plan and provide annual updates to the School Board, Superintendent, and Elected Officials, including a Return on Investment summary.
4. * Identify and develop public and private partnership programs to support implementation of the ePathways Initiatives Business Plan for generating revenue, providing intern/externships, supporting economic health and independence for Seminole County Public Schools and Seminole County.
5. * Articulate with County, Central Florida, and Florida Economic Development Committee members to identify and prepare the next generation of high-skilled, dependable workers to attract and retain businesses in Seminole County.
6. * Communicate and monitor the PreK-12 ePathways Initiatives Business Plan goals, objectives and timelines to all stakeholders, including teachers, administrators, parents and community members, so that stakeholders have a clear understanding of the vision and action items necessary for accomplishing the defined goals.
7. * Direct procedures to ensure input from all appropriate levels of personnel involved with the implementation of the ePathways Initiatives Business Plan.

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8. * Develop and oversee the budgets, marketing and out-reach efforts for the ePathways Initiative Business Plan, include budgets and marketing for all Virtual Schools cost centers, Career and Technical Education, and Innovation Projects.
9. * Coordinate with the Director of Teaching and Learning and with the Director of Instructional Technology to integrate ePathways Initiative into instructional plans and professional development activities that align with district, local, state, and national initiatives.
10. * Coordinate with the Coordinator of Resource Development to identify and compose proposals for grant and partnership funding.
11. * Assist with the development of policies in related areas.
12. * Direct and coordinate audits of supervised programs and grants to ensure compliance with state and federal laws and regulations.
13. * Assist with the selection of instructional materials and equipment as relevant to ePathways Initiatives, Virtual Education, Career and Technical Education, and innovative educational opportunities.
14. * Assist with development and evaluation of facility specifications.
15. * Maintain access to current professional organizations and workshops related to innovation in education best practices and disseminate information to other departments, administrators and teachers.
16. * Complete mandated reports related to areas of responsibility.
17. * Monitor test results and provide assistance to improve student performance.
18. * Coordinate, supervise, and evaluate the job performance of assigned staff.
19. Perform other duties as assigned by the Deputy Superintendent for Instructional Excellence and Equity.

**Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Standard Office Equipment

PHYSICAL REQUIREMENTS

Light Work

Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

PHYSICAL ACTIVITIES

Sitting	Resting with the body supported by the buttocks or thighs.
Standing	Assuming an upright position on the feet particularly for sustained periods of time.
Walking	Moving about on foot to accomplish tasks, particularly for long distances.
Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.
Balancing	Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces.
Bending	Lowering the body forward from the waist.
Stooping	Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
Kneeling	Bending legs at knee to come to a rest on knee or knees.
Crouching	Bending the body downward and forward by bending leg and spine.
Crawling	Moving about on hands and knees or hands and feet.
Twisting	Moving body from the waist using a turning motion.
Reaching	Extending hand(s) and arm(s) in any direction.
Pushing	Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 20 pounds of force.
Pulling	Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 20 pounds of force.
Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 20 pounds of force.
Finger Dexterity	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Grasping	Applying pressure to an object with the fingers and palm.
Feeling	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with the skin, particularly that of fingertips.
Repetitive Motions	Substantial and continuous movements of the wrists, hands, and/or fingers.
Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
Hearing Acuity	The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity	The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Indoors

The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.

TERMS OF EMPLOYMENT

PAY GRADE

AO-03-P \$77,976 - \$119,614

District Salary Schedule

Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935

POSITION CODES

PeopleSoft Position TBD
Personnel Category 01
EEO-5 Line 03
Function Vary
Job Code 1475
Survey Code 63005

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

April 23, 2013

ADA Information Provided by Anna-Marie Cote, Ed.D.
Position Description Prepared by Anna-Marie Cote, Ed.D.