

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

MANAGER, Education Pathways & CAPE Quality

QUALIFICATIONS

- Bachelor's Degree in Finance/Accounting, Information Systems/Computer Science, or a closely related field with at least three (3) years of professional experience related to performance responsibilities preferred **OR** Associate's Degree with at least five (5) years of professional experience related to performance responsibilities.
- Prior successful implementation and continuous improvement of all of the following processes in a school district, governmental agency, and/or large organization/business: building, managing, and analyzing large data sets including development of queries and reports; implementing quality assurance/audit processes; providing training and technical assistance to internal stakeholders; and managing, analyzing, and forecasting financial resources.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of quality assurance principles and processes.
- Knowledge of process improvement principles.
- Skill in use of productivity software, especially spreadsheets (formulas, pivot tables) and databases (queries, reports).
- Skill in technical writing necessary to create, maintain, and share system and process documentation.
- Skill in oral communication, written communication, and collaboration to work effectively with a variety of internal stakeholders across several work sites and position titles.
- Ability to analyze, interpret, and use data in decision-making.
- Ability to perform general clerical duties including maintaining accurate records and preparing clear and concise reports.
- Ability to plan, organize, and execute tasks in a multi-priority environment.
- Ability to read and synthesize complex documents (federal/state statutes, School Board policies, and technical assistance papers).
- Ability to apply established policies and procedures to practical applications, including analyzing and evaluating data.
- Ability to research information, draw conclusions, and make recommendations for improvement.
- Ability to work in a dynamic environment with sensitivity and responsiveness to changing goals, priorities, and needs.
- Ability to follow detailed oral and written instructions and organize work while providing technical assistance to other personnel.

SUPERVISION

REPORTS TO Executive Director, Educational Pathways & Strategic Partnerships or Designee
SUPERVISES Assigned Educational Support Personnel

POSITION GOAL

To manage critical operations within the ePathways Department in support of timely, accurate reporting of student outcome data. To develop enhancements that improve processes, increase efficiency, and/or maximize the District's academic and financial return on investment for ePathways initiatives.

PERFORMANCE RESPONSIBILITIES

1. *Implement all administrative processes related to annual registration of Career & Professional Education (CAPE) academies and career-themed courses as required by Florida law.
2. *Maintain a database of all CAPE academies, Career & Technical Education (CTE) courses, and ePathways programs along with critical information regarding program accreditations, staff credentials, student enrollments, and return on investment metrics.
3. *Monitor compliance of CAPE academies and career-themed courses with all state requirements, including program advisory committees and instructor industry certifications.
4. *Maintain an electronic directory of Program Advisory Committee members for all CTE programs.
5. *Collaborate with school administrators and CTE teachers regarding state program and compliance requirements.

MANAGER, Education Pathways & CAPE Quality, Page 2

6. *Collaborate with the ePathways Program Facilitator team to monitor school master schedules for accurate program progression and student schedules for CTE program concentrator status and occupational completion points.
 7. *Compile, verify, and analyze student and program data monitored under the Carl D. Perkins grant.
 8. *Support school-based personnel who enter CTE student data into the District's student information system through the development, maintenance, and dissemination of technical assistance documents as well as providing telephone and face-to-face support.
 9. *Develop, maintain, monitor, and continuously improve all technologies and databases related to the reporting of student industry certifications.
 10. *Conduct quality assurance monitoring for all aspects of the industry certification reporting process, including manual updates of spreadsheets and/or databases to add, edit, or delete data.
 11. *Implement all processes related to collection, analysis, and continuous improvement of Key Performance Indicators in the SCPS Strategic Plan assigned to the ePathways Department.
 12. *Assist the Executive Director of Educational Pathways & Strategic Partnerships or Designee with managing and forecasting financial resources assigned to the Department and state funding bonuses earned by schools for student industry certification outcomes.
 13. *Support the Executive Director of Educational Pathways & Strategic Partnerships or Designee in the annual development and administration of the Carl Perkins Grant and other funding opportunities.
 14. *Perform various administrative and clerical support functions for projects assigned to the Education Pathways Department.
 15. Perform other duties as assigned by the Executive Director of Educational Pathways & Strategic Partnerships or Designee.
- *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.

Finger Dexterity

Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.

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 a protection from weather conditions but not necessarily from temperature changes.

TERMS OF EMPLOYMENT

PAY GRADE

AO-13-H \$43,717 - \$74,689

District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935

POSITION CODES

PeopleSoft Position TBD
Personnel Category 05
EEO-5 Line 08
Function 6300
Job Code 1361
Survey Code 63070

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

June 5, 2018

ADA Information Provided by Jason Wysong
Position Description Prepared by Jason Wysong