

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

ASSISTANT SUPERINTENDENT, Educational Pathways (ePathways)

QUALIFICATIONS

- Doctorate Degree in Education preferred, but at least a Master's Degree in Education required with certification in Administration and Supervision, Educational Leadership, or School Principal.
- Minimum of five (5) years of professional experience in education with a minimum of five (5) years successful administrative experience.
- Experience in district and/or school leadership, particularly with respect to designing, creating, implementing, and monitoring PreK-12 projects and initiatives that include engagement of external stakeholders.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of Florida statutes and Florida State Board of Education rules related to school leadership, administrative job functions, virtual education, career and technical education, and school counseling/pathways planning.
- Knowledge of technology and computer applications as related to administrative job functions, instructional integration in classrooms, virtual education, career and technical education, school counseling/pathways planning, and innovative educational pathways (ePathways) for PreK-12 students.
- Skill in oral and written communication with a variety of internal and external stakeholder groups.
- Ability to design, implement, monitor, and report on the return on investment (ROI) for initiatives and projects.

SUPERVISION

REPORTS TO Superintendent
SUPERVISES Assigned Personnel

POSITION GOAL

To lead, direct, implement, and monitor the design of PreK-12 ePathways for 21st century college and career readiness, including virtual education options, career and technical education, school counseling/pathways planning, and other innovative educational opportunities for students and teachers.

PERFORMANCE RESPONSIBILITIES

1. *Direct planning, design, communication, implementation, monitoring, and evaluation of the District's ePathways initiatives, including virtual education, Career and Technical Education, school counseling/pathways planning, and innovative programs/learning opportunities to ensure all students are prepared for academic and career success in the 21st century as outlined in the SCPS Strategic Plan for Continuous Improvement.
2. *Maintain and monitor a multi-year plan for the implementation and sustainability of ePathways initiatives and provide periodic updates to the School Board, Superintendent, and Elected Officials, including a Return on Investment summary.
3. *Identify and develop opportunities for public/ private partnerships and grants that support implementation of ePathways initiatives.
4. *Articulate with local, regional, and state stakeholders, including economic/workforce development and industry groups, to raise awareness of SCPS ePathways initiatives, to identify opportunities for future partnerships, and to recommend to the Superintendent the creation, revision, or elimination of SCPS programs in alignment with future workforce needs.
5. *Communicate the purpose and goals of SCPS ePathways to internal stakeholders and receive input from these groups on current and future initiatives.

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6. *Perform the responsibilities of a Career and Technical Education (CTE) director, including: administration of the Carl D. Perkins Grant, reporting processes related to Career and Professional Education (CAPE) academies, career-themed courses, industry certifications, and digital tools certificates; calculation and management of certification funding including program allocations and teacher bonuses; CTE program quality reviews; middle school career and education planning statutory requirement; compliance monitoring; and consultation with school administrators on program quality and needs.
7. *Design, implement, and monitor strategies to annually increase industry certifications and digital tool certificates earned by students in CTE courses/programs, CAPE academies, and career-themed courses.
8. *Lead the continuous improvement process for district magnet schools/programs to ensure quality and relevance of themes and supporting resources, and collaborate with the Executive Director for Instructional Excellence and System Equity to ensure alignment between magnet schools/programs and the school district's equity strategy.
9. *Provide vision and direction for virtual education schools/cost centers, especially in the areas of statutory compliance, enrollment management, staffing planning, and innovation projects that improve quality of student education while also creating costs savings for the school district.
10. *Develop and oversee the budgets, marketing and out-reach efforts for ePathways initiatives, programs, and cost centers.
11. *Collaborate with district administrators to create shared responsibility for initiatives with system wide impact, including digital learning innovation, emerging technologies, faculty professional development, grant proposals, partnership-funding, options.
12. *Collaborate with school principals to develop and sustain innovative educational opportunities, including Programs of Enrichment (elementary), Programs of Exploration (middle), and Programs of Emphasis (high).
13. *Lead, direct, implement, and monitor the District's PreK-12 school counseling model, with an emphasis on providing high-quality college and career pathways planning services to all students and families.
14. *Collaborate with the Executive Directors of Elementary Education, Secondary Education, and Student Support Services to identify the job responsibilities, expectations, and professional development needs for school counselors.
15. *Assist with the development of policies in related areas.
16. *Direct and coordinate audits of supervised programs and grants to ensure compliance with state and federal laws and regulations.
17. *Assist with the selection of instructional materials and equipment as relevant to ePathways, virtual education, Career and Technical Education, and other innovative educational opportunities.
18. *Assist with development and evaluation of facility specifications.
19. *Maintain access to current professional organizations and workshops related to research and innovation in education best practices and disseminate information to other departments, administrators, and teachers.
20. *Complete mandated reports related to areas of responsibility.
21. *Serve as a member of the Superintendent's Planning Team(s).
22. *Monitor assessment results and provide assistance to improve student performance.
23. *Coordinate, supervise, and evaluate the job performance of assigned staff.
24. Perform other duties as assigned by the Superintendent.

**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.

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-01-P \$95,517 - \$146,521

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 1496
Survey Code 63004

FLSA

Applicable
 Not applicable

Previous Board Approval

ADA Information Provided by Walt Griffin
Position Description Prepared by Walt Griffin

BOARD APPROVED

June 22, 2021
September 8, 2020
June 7, 2016