

# SCHOOL DISTRICT OF SARASOTA COUNTY

## JOB DESCRIPTION

### ASSISTANT DIRECTOR, SUNCOAST TECHNICAL COLLEGE

#### SALARY SCHEDULE: ASSISTANT PRINCIPAL – HIGH SCHOOL LEVEL

**COST CENTER: SUNCOAST TECHNICAL COLLEGE (0391) or (0591)**

#### QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution.
- (2) Florida Certification in [Administration and Supervision or] Educational Leadership, Local Director of CTE/Vocational Education, or Administration and Supervision.
- (3) Minimum of three (3) years experience as a teacher or as a high school administrator.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Ability to serve secondary and post secondary students. Working knowledge of both pedagogy and theories of adult learning. Demonstrated abilities in budgeting and fiscal management. Effective working relationships with community resources. Ability to work effectively in a multi-ethnic environment. Ability to provide leadership in a participatory management environment using a consensus building approach. Ability to plan, organize and prioritize activities related to assignment. Knowledge of federal, state and local laws, rules and policies related to CTE. Knowledge of current trends, best practices and research related to CTE and adult education. Ability to read, interpret and enforce the State Board rules, Code of Ethics, School Board policies and appropriate district/state evaluation procedures. Ability to communicate effectively, both orally and in writing. Knowledge of curriculum and instructional programs and practices for students. Ability to plan, organize and prioritize. Ability to use data in the decision-making process. Ability to use technology resources effectively.

#### REPORTS TO:

Executive Director, Suncoast Technical College

#### JOB GOAL

**To assist the Executive Director in providing leadership to ensure an environment conducive to teaching and learning for secondary and post secondary students.**

#### SUPERVISES:

Administrative, Instructional and Service Personnel as assigned

#### PERFORMANCE RESPONSIBILITIES:

- \* (1) Assist in developing and implementing a school improvement plan aligning the curriculum to meet the instructional needs of the students served by the school.
- \* (2) Assist in conducting needs assessments on a regular basis.
- \* (3) Monitor the delivery of instruction and provide assistance to teachers.
- \* (4) Secure appropriate resources to meet the demands of the curriculum.
- \* (5) Support the Executive Director in building a culture that supports learning and encourages innovation.
- \* (6) Assist in the development, implementation and evaluation of the instructional program(s), including the use of technology.
- \* (7) Supervise curricular and extracurricular activities as assigned.
- \* (8) Assist with coordinating student field trips.
- \* (9) Assist in developing the master schedule and assignment of students and staff.
- \* (10) Assist in the administration of the testing program.
- \* (11) Assist in gathering, analyzing and interpreting data related to student performance.
- \* (12) Assist in coordinating the School Accreditation Programs.
- \* (13) Assist in the coordination of the school's inservice program.
- \* (14) Assist teachers in developing professional development plans and activities.

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- \* (15) Assist in monitoring and assisting substitute teachers.
- \* (16) Assist the Executive Director with the daily operation of the school.
- \* (17) Assist in the supervision of the maintenance and care of the physical plant.
- \* (18) Assist in supervising school transportation services.
- \* (19) Assist in monitoring student attendance.
- \* (20) Assist in interpreting and implementing the Student Progression Plan.
- \* (21) Assist in developing, implementing and evaluating the schools' guidance program.
- \* (22) Confer with students, parents and teachers to resolve problems and facilitate learning.
- \* (23) Assist in coordinating schedules for extracurricular activities.
- \* (24) Model and maintain high standards of professional conduct.
- \* (25) Maintain visibility and accessibility.
- \* (26) Assume duties and responsibilities of the Executive Director in his/her absence.
- \* (27) Assist in planning and implementing the school's public relations program.
- \* (28) Conduct faculty meetings when requested by the Executive Director.
- \* (29) Support and attend community functions.
- \* (30) Interpret and use data to improve performance.
- \* (31) Assist employees in developing and securing staff development for improving performance.
- \* (32) Assist in establishing and implementing a safe orderly school plan.
- \* (33) Assist in monitoring campus facilities to ensure safe, clean facilities and well-kept grounds.
- \* (34) Assist in developing and implementing clear, consistent discipline guidelines and disciplinary action.
- \* (35) Assist in involving the school community in the decision-making process at appropriate levels.
- \* (36) Support the Executive Director in communicating the vision, mission and goals of the school.
- \* (37) Assist in developing effective communication procedures with parents, students and staff.
- \* (38) Promote feelings of pride and positive public relations regarding the school.
- \* (39) Assist in developing and maintaining the budget within guidelines and policies.
- \* (40) Assist in monitoring and facilitating a system of procuring materials, supplies and equipment.
- \* (41) Administer the allocation of resources and maintain appropriate records for assigned areas of responsibility.
- \* (42) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- \* (43) Recommend qualified instructional and non-instructional staff to the Executive Director.
- \* (44) Assist in the interpretation of programs, philosophy and policies of the District to staff, students and the community.
- \* (45) Interact with parents, outside agencies, business and community to enhance understanding of District initiatives and priorities and to elicit support and assistance.
- \* (46) Respond to inquiries or concerns in a timely manner.
- \* (47) Keep the school Executive Director informed of potential problems or unusual events.
- \* (48) Disseminate information and current research to appropriate personnel.
- \* (49) Keep well informed about current trends and best practices in areas of responsibility
- \* (50) Facilitate the development, implementation and evaluation of staff development activities in assigned areas
- \* (51) Promote and support professional growth for self and others.
- \* (52) Develop annual goals and objectives consistent with and in support of District goals and priorities.
- \* (53) Maintain a network of peer contacts through professional organizations.
- \* (54) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
- \* (55) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- \* (56) Serve on district, state or community councils or committees as assigned or appropriate.
- \* (57) Represent the district in a positive and professional manner.
- \* (58) Provide leadership and direction for the assigned areas of responsibility.
- \* (59) Provide leadership and guidance in the development of annual goals and objectives for assigned areas of responsibility.
- \* (60) Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- \* (61) Provide oversight and direction for cooperative planning with other agencies.

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- \*(62) Set high standards and expectations for self and others.
- \*(63) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- \*(64) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- \*(65) Facilitate problem solving by individuals or groups.
- \*(66) Have sustained focus and attention to detail for extended periods of time.
- [(66)] (67) Perform other incidental tasks consistent with the goals and objectives of this position and as required by the Executive Director.

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move object.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approval compensation plan. Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No. 10**