

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

PROGRAM DIRECTOR

SALARY SCHEDULE: ADMINISTRATIVE – PROGRAM DIRECTOR

COST CENTER: DISTRICT-WIDE

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution.
- (2) Florida certificate in Administration and Supervision or Educational Leadership.
- (3) Minimum of five (5) years experience in education.
- (4) Minimum of three (3) years experience as a school administrator.
- (5) Must qualify for Administrative Pool prior to applying

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to prepare and manage a program's budget and allocated resources. Ability to read, interpret and enforce State Board of Education rules, Code of Conduct, School Board policies and appropriate state and federal statutes. Ability to implement and enforce the Collective Bargaining Agreement. Skills in personnel management and supervision. Knowledge of current educational trends and research. Ability to use public speaking skills, group dynamics and problem-solving skills.

REPORTS TO:

Executive Director, Secondary Schools

JOB GOAL

To provide visionary leadership necessary to administer a comprehensive program of instructional and support services to establish and maintain a safe, caring and enriching environment to promote student success.

SUPERVISES:

Instructional and Service Personnel at the assigned school

PERFORMANCE RESPONSIBILITIES:

- * (1) Develop, implement and assess the academic program leading to student success.
- * (2) Develop and implement an annual School Improvement Plan.
- * (3) Coordinate program planning with District staff.
- * (4) Interview and select qualified employees to be recommended for employment.
- * (5) Monitor and conduct personnel evaluations and take appropriate action.
- * (6) Develop an annual assessment for inservice needs leading to faculty improvement.
- * (7) Provide leadership and vision to the School Improvement Process and changes leading to improvement.
- * (8) Develop a positive teaching / learning environment leading to teacher and student success.
- * (9) Develop and implement a safe and orderly school plan.
- * (10) Develop and implement a successful discipline plan promoting a safe teaching / learning environment.
- * (11) Promote a positive school image through appropriate communication and community involvement.
- * (12) Develop high expectations for teachers and students and promote this vision to the community.
- * (13) Develop and maintain the program budget by involving appropriate input and by meeting local and state guidelines.

PROGRAM DIRECTOR (Continued)

- * (14) Establish a role model conducive to hard work, caring and consistency for the entire staff.
- * (15) Utilize managerial skills to design and organize activities to achieve goals.
- * (16) Oversee the development of the extracurricular activities program and maintain an up-to-date activities calendar.
- * (17) Facilitate the resolution of problems and tasks through problem-solving techniques.
- * (18) Utilize critical thinking skills in analyzing data and reaching conclusions.
- * (19) Possess an ability to anticipate problems and to react to them prior to conclusion.
- * (20) Direct the development of the master schedule.
- * (21) Manage and assign the administration of the program's testing.
- * (22) Establish job assignments for, teachers and support staff personnel.
- * (23) Assist in developing short- and long-range facility needs.
- * (24) Coordinate the completion of plant safety and facility inspections.
- * (25) Coordinate the transportation services as required.
- * (26) Establish procedures for student accounting and attendance procedures.
- * (27) Establish procedures for property inventory records.
- * (28) Establish a program leading to the secure closure of the program and proper school opening each day.
- * (29) Supervise the preparation of accurate and timely reports and records.
- * (30) Assume responsibility for all official correspondence and news releases.
- * (31) Manage the ordering of textbooks, materials and equipment.
- * (32) Maintain visibility and accessibility on the campus.
- * (33) Assume responsibility for all student suspensions and expulsions in accordance with School Board policies and state law.
- * (34) Participate in District management meetings and other meetings appropriate for professional development.
- * (35) Maintain a close working relationship with District staff.
- * (36) Develop and monitor an articulation program with feeder schools and community agencies.
- (37) Perform other incidental tasks consistent with the goals and objectives of this position.

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 objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved 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

*Essential Performance Responsibilities