

TITLE: Assistant Director, Emerging Technologies and Virtual Education

- QUALIFICATIONS:**
1. Master's degree or higher and documented professional experience in the areas of media information systems, information technology, technical instruction, curriculum development and distance learning
 2. Valid Florida certification with coverage in educational leadership or administrative/supervision and area of responsibility
 3. Successful experience of at least five years as a teacher or educational administration experience
 4. Ability to lead individuals and groups effectively using data based decisions and strategic planning
 5. Experience with industry-standard computer applications and familiarity with emergent technology and communication systems
 6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Chief Academic Officer and/or Designated Administrator

JOB GOAL: To develop instructional programs and experiences that utilize modern technology to deliver curriculum and training which improves student opportunities and achievement

ESSENTIAL FUNCTIONS:

1. Provides leadership and assistance to develop and implement secondary and post-secondary programs related to emerging technology including, but not limited to distance learning.
2. Assists the Director in general supervision of all Technical, Career and Adult Education programs.
3. Assists the Director in the assurance of compliance with local, state and federal laws, regulations and policies.
4. Completes administrative assignments as requested by the Director to support the overall administration of the department.
5. Supervises personnel of the department as designated by the Director.
6. Assists the Director in planning activities of the department and budgeting for the operation.
7. Prioritizes district wide Technical, Career and Adult Education needs.
8. Supervises and assists the process of reviewing purchase requisitions.
9. Assumes the responsibility and authority of the Director in the absence of and when requested by the Director.
10. Provides assistance and training to teachers, school principals and other administrators and staff regarding Technical and Career Education curriculum, processes and purchases.
11. Researches, writes and administers entitlement and competitive grants in Technical and Career Education both District and school wide.
12. Assists Director in the district representation on advisory boards.

OTHER RESPONSIBILITIES:

Performs such other tasks and assumes such other responsibilities as may be required by the Superintendent or supervisor. (NOTE: The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to that position.)

PHYSICAL REQUIREMENT:

Position requires light work exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects. Position requires walking up to a distance of one mile between school site location and parking lot.

TERMS OF EMPLOYMENT:

Twelve month year. Salary as established by the Board.

ASSESSMENT:

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

Adopted: 09-11-2007

Revised: 09-08-2009