

TITLE: Coordinator, Technical & Career Education

QUALIFICATIONS:

1. Master's degree or higher.
2. Valid Florida certification with coverage in educational leadership or administration/supervision and area of responsibility
3. Minimum five years related teaching experience.
4. Ability to work with others individually and/or in a group.
5. Demonstrated skill in public oral and written communication.
6. Experienced with industry-standard computer applications
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Director, Technical, Career and Adult Education

JOB GOAL: To provide coordination of instructional activities in the post-secondary technical programs and serve as liaison to schools in developing articulation, curriculum, staff development, and business partnerships.

ESSENTIAL FUNCTIONS:

- * 1. Provides leadership and assistance to post-secondary programs in meeting the legislated requirements of the Workforce Funding Information System (WDIS).
- * 2. Provides leadership and assistance to post-secondary technical programs in developing quality instructional programs.
- * 3. Develops and implements articulation agreements with post-secondary and secondary technical programs.
- 4. Attends trainings and conferences, and is able to disseminate information to post-secondary and secondary technical programs.
- 5. Provides leadership in developing curriculum and staff development activities for post-secondary and secondary technical and career education instructional programs.
- 6. Assists in developing responses to grant opportunities and seeking grant funding for programs.
- 7. Provides technical support and assistance to departments and schools in the delivery and operation of programs.

*Core Measures

OTHER RESPONSIBILITIES:

Performs related work as required. (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:

This 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.

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.

Approved: 10-21-03