

# SCHOOL DISTRICT OF FLAGLER COUNTY

## JOB DESCRIPTION

### CAREER/TECHNICAL EDUCATION COORDINATOR FLAGLER TECHNICAL INSTITUTE

#### QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited institution, Master's preferred.
- (2) Flagler County resident preferred.
- (3) A minimum of three (3) years experience in adult/career education.
- (4) Minimum of 3 years supervisory experience preferred.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of statutes, regulations, and policies governing Adult and Career/Technical Education programs, including those policies required by the Council on Occupational Education. Effective and positive interpersonal skills. Demonstrated oral and written communication skills. Ability to organize and prioritize. Ability to work with all personnel and the general public. Ability to work cooperatively with businesses, community agencies and organizations.

#### REPORTS TO:

Director, Flagler Technical Institute

#### JOB GOAL

To develop, operate, and provide administrative support for accredited adult and career and technical education programs, which meet the needs of students and the community.

#### SUPERVISES:

Program Facilitators, instructional, and support personnel as assigned for Adult, Career & Technical Education.

#### PERFORMANCE RESPONSIBILITIES:

- \* (1) Manage and coordinate adult and career/technical education programs that meet the needs of students and the community.
- \* (2) Ensure that compliance requirements for continued accreditation by the Council on Occupational Education are met.
- \* (3) Implement guidelines for administering student federal, state, and local financial aid programs and ensure compliance.
- \* (4) Assess the workforce education needs of the community on a regular basis.
- \* (5) Work cooperatively with outside agencies, organizations and businesses, as appropriate.
- \* (6) Assist with development and implementation of articulation agreements with institutions of higher education.
- \* (7) Facilitate dual enrollment with secondary schools.
- \* (8) Prepare and maintain records, forms and required documents; ensure all reporting requirements are met.
- \* (9) Supervise assigned personnel and conduct annual performance appraisals.

- (10) Arrange for facilities, equipment, and materials for classes.
- (11) Attend scheduled meetings as required.
- (12) Perform other incidental tasks consistent with the goals and objectives of this position.
- \*(13) Develop grants to provide opportunities for current and future programs
- \*(14) Manage and monitor grants and programs to ensure compliance with stated objectives.
- \*(15) Provide professional development opportunities for personnel.
- \*(16) Provide input into the preparation of the budget.
- \*(17) Coordinate career pathways from secondary to FTI, connecting career paths in K-12 with postsecondary programs at FTI.

**PHYSICAL REQUIREMENTS:**

Flexible work schedule to provide supervision of evening & weekend programs.

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:**

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

Length of 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.

\*Essential Performance Responsibilities

**Job Description Supplement Code 3**

**Flagler Schools Strategic Framework – Student & Community Engagement**