



JOB TITLE	DEPARTMENT	REPORTS TO
Director of Career and Technical Education	Office of Teaching and Learning	Chief Academic Officer

Position No: 63004	Length of Work Year: 12 Months
Salary Schedule: AD13	Date Approved: 8/13/91
FSLA: Exempt	Date Revised: 4/27/04; 4/15/16

MINIMUM QUALIFICATIONS	
1.	Master's Degree or higher from an accredited educational institution.
2.	Florida Certification in one of the following areas: Educational Leadership, Administration and Supervision, or Vocational Director.
3.	Minimum of three years of successful teaching experience in one of the vocational program areas.
4.	Experience in program development of vocational and alternative programs of instruction to meet the needs of the student population whose needs, interests, and abilities require flexibility in programming and placement.
5.	Ability to perform the functions of the position.
DUTIES AND RESPONSIBILITIES	
1.	Represents the St. Lucie County School System with the Bureau of Vocational Adult Education in planning, implementing, and evaluating the Vocational Education Programs for the school system.
2.	Provides technical assistance for planning and placement of vocational and applied technology programs in all schools for the system, including services for handicapped children.
3.	Provides technical assistance to the high school principals who supervise the vocational centers of comprehensive high schools in the district.
4.	Works with the secondary schools in preparing vocational program budgets and other vocational reforms required by local and state regulations.
5.	Develops projects and programs for grant opportunities, entitlements from state and federal legislation relevant to needs of the district.
6.	Prepares and maintains records of pupil progress, placement, and follow-up reports of students enrolled in vocational programs and applied technology programs.
7.	Identifies needs and assists HRD in planning and coordinating workshops and inservice programs for teachers and staff for vocational and applied technology programs.
8.	Assists the Division of Human Resources in the recruitment and screening of applicants for vocational programs.
9.	Works cooperatively with higher institutes of learning in program articulation and enrollment of students in vocational placement.
10.	Works with appropriate personnel in the planning, modification, and construction of school facilities.
11.	Provide leadership for the development and implementation for Blueprint for Career Preparation K-12.
12.	Works cooperatively with community members, organizations and school business partnerships for the implementation of programs and school to work transitions.
13.	Performs other duties as assigned by the supervisor.
PHYSICAL DEMAND CLASS:	
Sedentary Light (SL) - Occasional lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-20 pounds. Occasional walking and/or standing may be required.	