

JOB DESCRIPTION

TITLE

ADMINISTRATOR
LORENZO WALKER INSTITUTE OF TECHNOLOGY

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	Master's degree with a minimum of 30 semester hours in vocational administration and supervision and a minimum of three years of teaching experience in vocational education. Experience as a district or vocational school-based administrator preferred. Demonstrated educational leadership abilities, comprehensive planning, budget and financial management practices, career and technical education experience; experience working with business, industry, and community-based organizations, and state and district rules/regulations and policies/procedures. Computer skills required (i.e., ability to use email).
Language Skills	Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.
Mathematical Skills	Ability to work with mathematical concepts such as probability and statistical fundamentals of advanced algebra. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
Certificate/License	Eligible for Florida Certification in Local Director of Vocational Education. (Note: Florida State Board of Education Rule 6A-4.044 requires that the individual is eligible for or hold certification in a vocational class coverage area.)
Reasoning Ability	Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee is required to stand and walk; use hands to finger, handle or feel; and reach with hands and arms. The employee occasionally lifts and/or moves up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee may occasionally need to work in wet or humid conditions and be exposed to a minimal amount of daily outdoor weather conditions. The noise level in the work environment varies and may be that of a classroom setting or cafeteria.

REPORTS TO Principal

GENERAL RESPONSIBILITIES

1. Assists the Principal in instructional leadership and accountability, evaluation of instructional programs and staff, provision of inservice training for instructional staff and the supervision of instructional and non-instructional staff.

SPECIFIC RESPONSIBILITIES

1. Assists the Principal in maintaining a positive school climate and a culture of character within the school.
2. Assists in classroom observations and provides leadership with teachers and department chairpersons concerning instructional programs.
3. Administers the school's placement and follow-up program.
4. Assists with the evaluation and orientation of instructors and support staff.
5. Assists in the improvement and implementation of curricular offerings.
6. Assists the Principal in the coordination of advisory committee activities.
7. Assists in the development of the School Improvement Plan.

8. Assists the Principal in the selection of staff.
9. Assists the Principal in the preparation of county, state, and federal reports originating at the school level, including those necessary for Council on Occupational Education accreditation.
10. Assists in the selection and ordering of instructional supplies, equipment, and materials.
11. Develops and implements the master schedule and school calendar.
12. Assists in public relations activities.
13. Secures substitute teachers as needed.
14. Assists in the preparation of the budget.
15. Performs such other duties, tasks, and responsibilities as assigned by the Principal.