

JOB DESCRIPTION

TITLE:	DIRECTOR, POST SECONDARY PROGRAMS
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; three to five years experience as a school and/or district level administrator. Evidence of strong conceptual, analytical, organizational, and management skills as well as demonstrated leadership ability. Demonstrated ability to work with diverse groups and individuals.
Language Skills	Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.
Mathematical	Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
Certificate/License	Certification in educational leadership/administration.
Reasoning Ability	Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
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. The employee is required to talk and hear. The employee is required to stand; walk; use hand to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include the ability to adjust focus. . The employee shall remain free of any alcohol or non-prescribed controlled

substance while on duty. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.

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 noise level in the work environment is usually quiet.

REPORTS TO Assistant Superintendent, School Operations

GENERAL RESPONSIBILITIES

1. Oversees the visioning, design, development, implementation, and evaluation of post secondary programs and services throughout the District and coordinates these activities not only within the District but also with efforts outside the District, including the local community, state, and nation.
2. Supports the operations of the designated post secondary schools and programs consistent with existing negotiated agreements, Florida School Laws, State Board Rules, School Board policies and administrative procedures.
3. Supervises Workforce Development Information System (WDIS) scheduling, data reporting, pre-audit and audit activities, data analysis, annual cost report and surveys.
4. Develops and monitors protocols in areas of Finance, Human Resources and Compensation.

SPECIFIC RESPONSIBILITIES

1. Recommends, supervises, and evaluates post secondary programs support staff as assigned.
2. Assists post secondary administrators with the coordination & development of procedures for implementation of innovative post secondary programs when reliable educational evaluation implies a need.
3. Assists post secondary administrators with the coordination of the design, implementation, and evaluation of instructional program development and helps identify appropriate instructional strategies and materials.
4. Collaborates with divisions and departments in district-wide comprehensive planning and policy deployment.
5. Participates actively in the Southwest Florida Workforce Development Board as the Superintendent's designee.
6. Oversees the allocation of materials and staff resources for assigned district departments and schools assures their use for the purposes intended, and enforces appropriate accountability for all disbursements and expenditures.

7. Builds working relationships with community, business, and industry leaders and organizations through the implementation of advisory councils.
8. Models collaborative planning and shared decision-making.
9. Follows adopted policies and procedures in accordance with School Board priorities.
10. Utilizes assessment information in program development and improvement.
11. Provides support and assistance for development, implementation and approval of School Improvement Plans.
12. Provides federal and state agencies with informational reports as required.
13. Monitors trends and developments in regional, state, and national organizations; regional and state workforce education; and state and federal departments of education for local impact on public education.
14. Participates as required in appropriate local, state and national professional meetings and professional growth activities.
15. Monitors Post Secondary Programs for compliance with state & federal reports and assists during state audits.
16. Maintains a system for forecasting district-wide WDIS enrollment.
17. Maintains a system for projecting WDIS workload and performance funding.
18. Analyzes WDIS data for accuracy and tendencies.
19. Monitors workforce education staff allocations and maintains staff rosters.
20. Serves as liaison with Human Resources and Finance offices regarding workforce education allocations, budgets and accounting, cost strip coding, job ID matrix and position control.
21. Supervises and maintains scheduling and data protocols for workforce education programs.
22. Supervises the training of professional and support staff (contracted and part-time hourly) in the implementation and monitoring of data protocols and statutory requirements in WDIS.
23. Assists the Executive Director of Student and Staff Projections, Allocations and Reporting with general WDIS FTE, budget and staffing procedures, and dual enrollment projections.
24. Monitors national and state developments (workforce funding, Pell, Perkins) and analyzes impact.
25. Serves as liaison through WEDDAC group in developing legislation and changes in data reporting.
26. Provides technical assistance to workforce education site administrators.

27. Reviews Workforce Education staffing requests and appointments in context of the budgets of all Workforce Education Centers.
28. Monitors job id and cost strip coding of part time hourly for all Workforce Education Centers.
29. Monitors allocations for supplementary, contract, extensions, and overtime in accordance with District procedures.
30. Conducts internal audits on WDIS data collection systems.
31. Supervises and develops protocols for the reconciliation of MIS Student System with supplementary workforce databases.
32. Serves as workforce liaison with the Technology Department for database programming requests, user profiles, and DOE updates for WDIS reporting.
33. Supervises Workforce Education Data Specialists and the training of data entry clerks assigned to workforce education centers.
34. Performs such other duties as assigned.