



The School Board of Polk County

<http://www.polk-fl.net>

Job Description

Position Title: Director, Career Center
FLSA Status: Exempt
Salary Grade, if non-union: School-Based Administrator - Principal
Pay Grade, if union:
Non-Union or Specific Collective Bargaining Agreement: Non-Union

Our Mission:

The mission of Polk County Public Schools is to provide a high quality education for all students.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

Custom Job Purpose:

This position exists to perform highly responsible administrative work in directing activities and functions of a Career Center.

Essential Functions of this Job

Plans, organizes, manages, and directs all activities and functions of a Career Center. Selects and supervises instructional and non-instructional personnel, and evaluates their performance. Develops and implements budget for the operation of the Center. Oversees and coordinates curriculum planning, development, and evaluation. Administers the Center's public relations program. Plans, develops, implements, and evaluates pre-service and in-service programs. Coordinates the development and implementation of youth leadership activities and clubs. Develops specifications for facilities, equipment, and materials. Plans and directs new equipment purchases.

Non-Essential Functions of this Job

Performs other duties as assigned.

Knowledge, Skills and Abilities:

Thorough knowledge of Career Education administration and supervision. Considerable knowledge of modern personnel and office management. Knowledge of multiple career education areas. Ability to direct and evaluate performance of instructional and non-instructional personnel. Ability to communicate effectively with school personnel, students, parents, and the public. Skill in public speaking. Ability to organize, implement, and evaluate career education programs. Bilingual/biliterate preferred.

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Education, Experience and/or Certification/License Requirements

Graduation from an accredited college or university with a master's degree. Certification in Administration, Supervision and/or Educational Leadership. Career education classroom teaching experience or experience in Career Education Program administration and supervision.

Work Context:

Requires sitting and some standing, walking and moving about to coordinate work. Requires coordinating or leading others in accomplishing work activities. Requires face-to-face discussions and contact with individuals and/or teams. Requires the use of alternative communication systems, such as electronic mail, telephones and computers. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires making decisions that affect other people, the financial resources, and/or the image and reputation of the District. Opportunity to make decisions without supervision. Responsible for work outcomes and results. Requires work with both internal and external contacts, and with the public.

Physical Environment:

Requires working indoors in environmentally controlled conditions. Requires sitting for the majority of the day, and the ability to lift, carry, move and/or position objects infrequently weighing up to 20 pounds. Requires travel to schools and work locations within the district.

Local Code: 9867
EEO5: 12
Approval Date: 2012-11-13
Date Last Revised:

The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.