

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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| 1. | JOB TITLE: | Technical College Associate Director |
| 2. | DEPARTMENT: | Office of Postsecondary Career and Technical Education |
| 3. | IMMEDIATE SUPERVISOR: | Director, Technical College |
| 4. | PAY GRADE: | VP |
| 5. | JOB CODE: | 2023 |
| 6. | BARGAINING UNIT: | 6 |
| 7. | POSITION AUTHORIZED: | Board Item D-21, December 20, 2023 |
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OCCUPATIONAL SUMMARY

Assists the director with supervising the organization of a state designated technical college offering full and part-time Career and Technical Education (CTE) programs as authorized by the Florida Department of Education and the Miami-Dade County Public School Board. Assists director administering the total operation of the day and night educational programs and facilities.

EXAMPLE OF DUTIES

1. Assists director with managing the total school facility.
2. Assists director with observing and evaluating teacher performance and providing assistance to individual teachers in effort to improve classroom instruction.
3. Assists director with budget funds generated by the FEFP Program and/or Workforce Development Education Program expenditures based on the current year's objectives and a thorough review of a school developed needs assessment document and directs expenditures of funds.
4. Assists director utilizing reports and school developed records to monitor the expenditure of funds and ensures that they are expended in accord with the accepted practices and procedures.
5. Assists director with ensuring effective management of internal accounts by providing training in established practices and procedures for those handling internal funds, by reviewing and approving the purchase and payment for all good and services received, and by reviewing all monthly reports with the treasurer/business manager.

6. Assists director with the responsibility for the operation, safety and fiscal management of production shops and other revenue producing operations which involves purchase of materials, supervision of students, instructors, and customer relations.
7. Assists director with providing an effective liaison between the school, industry, and business.
8. Assists director with developing an articulation program that will establish smooth transition form-feeder schools in regard to academic programs, extra and co-curriculum programs, curriculum planning, effective recruitment and scheduling of students on a semester and trimester basis, subject selection and social adjustment to a new school.
9. Assists director with arranging/conducting in-service activities and meetings.
10. Assists director with developing the school's master schedule for both the semester and trimester educational programs.
11. Assists director with meetings and confers with the faculty council.
12. Assigns, trains, supervises, and evaluates assigned staff and their work and makes recommendation on promotion and other personnel actions.
13. Promotes CTE, Adult Basic Education, Adult High School, General Educational Development and English for Speakers of Other Languages through student recruitment activities, occupational advisory committees, and participation in civic and community functions.
14. Works closely with students, school staff, agencies, community groups, business and industry, and other entities in enforcing, interpreting and furthering assigned programs.
15. Provides appropriate records and data to complete Workforce Development Information System, National Student Loan Data System, Integrated Postsecondary Education Data System, and other workforce education reports.
16. Oversees the placement and follow-up of program completers.
17. Oversees preparation for Council on Occupational Education accreditation.
18. Works with assistant directors in their function and is the director's designee.
19. Performs other duties related to general administrative responsibilities of the position.

PHYSICAL REQUIREMENTS

This work requires the following physical activities: sitting, mobility, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. The work is performed primarily indoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. Earned Master's Degree.
2. Valid Florida Educator's Certificate in Administration or Administration/Supervision, Vocational Education Director for Vice Principal of Vocational Technical School, Educational Leadership, or School Principal as required by State Board of Education Rule.
3. Three (3) complete years of instructional experience at a school-site.
4. Past performance as reflected in acceptable evaluations for the last three (3) years (i.e., evaluation ratings of "effective" or "highly effective" or equivalent) and a recommendation for the position from the immediate supervisor.
5. Successful completion of the district's school-site administrator preparation program and a demonstrated ability to communicate effectively.