

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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| 1. | JOB TITLE: | Technical College Assistant Director |
| 2. | DEPARTMENT: | Office of Postsecondary Career and Technical Education |
| 3. | IMMEDIATE SUPERVISOR: | Director, Technical College |
| 4. | PAY GRADE: | AP |
| 5. | JOB CODE: | 2024 |
| 6. | BARGAINING UNIT: | 6 |
| 7. | POSITION AUTHORIZED: | Board Item D-21, December 20, 2023 |
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OCCUPATIONAL SUMMARY

Assists the director in the administration of the technical college(s); performs duties in one or more areas of administration as assigned.

EXAMPLE OF DUTIES

1. Administers assigned area of educational activity as school site, or off-campus locations that may relate to administration, curriculum, guidance, Career and Technical Education (CTE), non-instructional personnel, or other areas assigned.
2. Assists the director in the assignment, training, supervision, and evaluation of staff.
 - serves as a member of management selection team
 - assists the principal with the assessment and selection of employees at the work site
 - arranges and conducts in-service activities and meetings at the work site
 - assists the principal with the implementation and the determination of the effects of the individualized professional development plans for all instructional personnel that is linked to improved student performance
3. Studies policies, methods and procedures of functions and operations under area(s) of control and makes recommendations to the director for improvements affecting economy, efficiency and quality of those functions and operations.
4. Participates in the development, monitoring and control of budget and funds for assigned functions.
5. Initiates purchases for assigned CTE programs.

6. Promotes CTE programs through student recruitment activities, occupational advisory committees, and participation in civic and community functions.
7. Works closely with students, school staff, agencies, community groups, business and industry, and other entities in enforcing, interpreting, and furthering assigned programs.
8. Assists industry and special agencies in the design and implementation of curriculum for special training programs and preparing the contract documents related to these activities, including the collection of fees where applicable.
9. Monitors assigned CTE programs to ensure that they meet state licensing criteria (State Board of Nursing, State Board of Cosmetology, etc.).
10. Supervises the maintenance of tools and equipment and inventories for assigned CTE shops.
11. Assists in the management of business matters and the physical plant.
 - assists the director with the cleanliness, construction, repair and maintenance and safety of the building of the surrounding grounds
 - assists the director with the monitoring of property control inventory
12. Develops and enforces safety and security standards for assigned CTE programs.
13. 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.