

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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| 1. | JOB TITLE: | Technical College Director |
| 2. | DEPARTMENT: | Office of Postsecondary Career and Technical Education |
| 3. | IMMEDIATE SUPERVISOR: | Administrative Director |
| 4. | PAY GRADE: | PR |
| 5. | JOB CODE: | 2022 |
| 6. | BARGAINING UNIT: | 6 |
| 7. | POSITION AUTHORIZED: | Board Item D-21, December 20, 2023 |
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OCCUPATIONAL SUMMARY

Supervises the organization of a state designated technical college offering full and part-time Career and Technical Education programs as authorized by the Florida Department of Education and the Miami-Dade County Public School Board. Administers the total operation of the day and night educational programs and facilities.

EXAMPLE OF DUTIES

1. Manages the total school facility.
 - assumes responsibility for cleanliness, construction, maintenance and safety of the building and the surrounding grounds
2. Identifies school level objectives and develops a three-year strategic plan for their attainment.
3. Executes policies, methods and procedures.
 - meets with staff and individuals as needed to explain and collaborate on rules and procedures
 - provides faculty/staff handbook to all employees
4. Interviews and recommends appointments of school site vacancies and recommends continued employment or termination of active employees.
 - assigns duties of employees
 - serves district as member of management assessment and selection teams, as applicable
 - assesses, selects, and hires employees at the work site

- pursuant to state statutes and labor contracts, initiates and makes recommendations to the superintendent on suspension and/or dismissal of employees
 - makes recommendations on approval and disapproval of employee leave
5. Observes and evaluates teacher performance and provides assistance to individual teachers in an effort to improve classroom instruction.
 - convenes informal discussions, memoranda and/or conferences-for-the-record, or grievance hearings as needed
 - implements set procedures as outlined in the labor contract for observation, remediation, and final evaluation of instructional personnel
 6. Budgets 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.
 - assumes responsibility for analyzing and developing the school-based budget system and for disseminating information regarding available funds to all stakeholders
 7. Utilizes 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.
 - assumes responsibility for monitoring the expenditure of funds in accordance with school board policies
 - supervises staff assigned to create purchase orders and disbursement of school funds
 - assumes responsibility for the appropriate use of state and federal funds/grants
 8. Ensures effective management of internal accounts by providing training in the established practices and procedures for those handling internal funds, by reviewing and approving the purchase and payment for all goods and services received, and by reviewing all monthly reports with the treasurer/business manager.
 - assumes responsibility for audit exceptions and makes recommendations to Board for remediation
 9. Responsible 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.
 10. Maintains school facilities as a safe environment.
 - assumes responsibility for the implementation of Board policies related to safety to life requirements

- initiates corrective action on any identified infractions
 - assumes responsibility for enforcing Worker's Compensation regulations
 - initiates referrals to the Employee Assistance Program as appropriate
 - assumes responsibility for managing student behavior to promote a safe learning environment
11. Forms, supports and works cooperatively with various occupational advisory committees and business partners.
 - assumes leadership role in coordinating all community groups working within the school
 12. Provides an effective liaison between the school, industry, and business.
 13. Conducts an annual review of the school's curricula to insure appropriateness for student needs.
 - provides for the use of student performance data as measured by state and local assessments required in 229.57 F.S.
 - assumes responsibility for the total instructional program
 - assumes responsibility for enforcing standards relative to student progress and promotion
 - assumes responsibility for determining promotion eligibility for all students
 14. Develops 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.
 15. Identifies ways and develops an action plan to enhance staff morale.
 16. Arranges/conducts in-service activities and meetings.
 17. Develops the school's master schedule for both the semester and trimester educational programs.
 18. Meets and confers with the faculty council.
 19. Confers with students and staff to resolve issues and concerns.
 20. Directs the preparation for required records, reports, and documents such as: the school progress report, Federal surveys, etc.
 21. Develops a program of public relations which includes continuous information to parents and community leaders via correspondence, newsletter, and conferences.

22. Schedules and monitors all extra-curricular activities.
23. Administers all executed Board employee contracts to insure adherence to all provisions as approved.
24. Provides appropriate records and data to complete Workforce Development Information System, Integrated Postsecondary Education Data System, National Student Loan Data System and other workforce education reports.
25. Oversees preparation for Council on Occupational Education accreditation.
26. Provides oversight for Federal, State and District Financial Aid, Scholarship and Veteran Affairs programs.
27. 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 Educators Certificate, with certification in Educational Leadership, Administration or Administration/Supervision, Vocational Education Director for Principal of Vocational Technical School, or School Principal, as required by State Board of Education Rule.
3. Three (3) complete years of instructional experience at a school-site.
4. Three (3) complete years of school-site administrative experience or a combination of school-site and equivalent district experience.
5. 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. Applicants who do not meet this requirement must have approval for a waiver from the Superintendent.

6. Successful completion of the district's school-site administrator preparation program and a demonstrated ability to communicate effectively.
7. Eligible applicants for director/principal must have all qualifications/credentials by the established deadline.