

**Hernando County School Board**  
**Florida**

FLSA: Exempt, Non-Union

<b>SUPERVISOR OF COLLEGE AND CAREER PROGRAMS</b>
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**Required Qualifications:**

- Master's Degree
- At least six (6) years of successful teaching or administrative/supervisory experience in secondary or post-secondary schools
- Experience in career and technical education and/or college readiness curriculum leadership
- Ability to work with schools to improve student performance and acceleration
- Ability to interact effectively with school and district personnel as well as business/industry, community members, and local colleges and universities

**Desired Qualifications:**

- Certification in Educational Leadership

**Performance Responsibilities:**

- Provide leadership and direction for the planning, implementation, and evaluation in all areas of Career and Technical Education for grades K-12 to ensure quality programs that meet students' needs.
- Align Career and Technical Education programs and academies with economic development and growth trends in Hernando County, the state, and the nation.
- Serve as the district liaison with the Florida Department of Education (FDOE) on matters related to Career and Technical Education, Advanced Placement Courses, and Post-Secondary Education.
- Assist in the update of the Student Progression Plan as it relates to Career and Technical Education, Advanced Placement, and Post-Secondary Education.
- Organize and implement professional development programs that relate to Career and Technical Education, Advanced Placement, and Post-Secondary Education.
- Analyze data to evaluate programs.
- Report necessary data and mandated reports to the Superintendent of Schools, the School Board, and the Department of Education.
- Oversee the selection of instructional materials for Career and Technical Education and Advanced Placement Courses.
- Direct the coordination of Career and Technical Education and Post-Secondary fairs.
- Compose, manage, and monitor federal grants that support and supplement Career and Technical Education.

- Oversee curriculum and instructional materials selection for Fine Arts and General Elective courses.
- Ability to interpret and implement federal and state policies and procedures.
- Keep the Executive Director of Academic Services, Assistant Superintendent for Teaching and Learning, and Superintendent of Schools abreast of all ongoing situations, programs, changes, and practices in the areas of assigned responsibility.
- Perform other duties as assigned by the Assistant Superintendent for Teaching and Learning and/or designee.

**Physical Demands:**

- Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

**Reports to:**

- Reports directly to the Assistant Superintendent for Teaching and Learning, and/or designee

**Evaluation:**

- Annual evaluation done by the Assistant Superintendent for Teaching and Learning, and/or designee

**Terms of Employment**

- 12 – month employment

**Salary:**

- Salary based upon approved salary schedule – Professional/Technical/Supervisory Category G

**Job Code:**

- 63010

Board Approved: 4/23/19

Revised: