

**Hernando County School Board
Florida**

FLSA: Exempt, Non-Union

COLLEGE AND CAREER PROGRAM MANAGER

Required Qualifications:

- Bachelor's Degree in Business, career and technical Education, Education or related field.
- Minimum of three (3) years experience in college/career/vocational theories, college and/or career education program development, and community resource development.
- Ability to work with parents and school personnel.
- Ability to work flexible hours, including some evenings, weekends and early morning meetings.
- Must possess a valid Florida driver's license.

Desired Qualifications:

- Master's degree in Career and Technical Education, Educational Leadership, Business or related field.
- Prior experience working with College and/or Career and technical Education programs.
- A valid Florida Educator's Certificate in vocational field or be Eligible for a District-Issued Certificate.
- Work Experience in one or more career cluster fields, and preferable with five (5) or more years outside of education.
- Professional training in vocational and exceptional students education-related fields.
- Proficient in the use of computerized technology.

Performance Responsibilities:

- Coordinate the administration of District college and career readiness programs (i.e., AICE, AVID, AP, CTE, IB, Dual Enrollment) including the preparation of annual reports and articulation with post-secondary.
- Work collaboratively with community agencies and the business community to develop programs that support student internships, mentoring, job shadowing, etc.
- Regularly disseminate up-to-date information and research data to school staff, students, parents, and community members regarding academic planning for college and career readiness.
- Identify and procure funds in the form of projects and grants from local, state and federal services to enhance programs relating to college and career readiness.
- Work effectively with school leadership teams, workforce groups, college and university personnel, state and local agencies and other appropriate persons.
- Develop career and college readiness programs to meet specific needs related to district strategic plan.
- Plan, coordinate, conduct and evaluate training and support activities for program participants.

- Manage the development and/or implementation of college and career readiness curriculum.
- Coordinate project and staff development activities that meet district needs related to college and career readiness.
- Exhibit leadership ability in the planning and implementation of new initiatives within the department.
- Develop annual goals and objectives consistent with and in support of department goals and the district strategic plan.
- Provide accurate and appropriate record keeping for continuous accountability and documentation of project activities designed to achieve various project objectives.
- Analyze and oversee the preparation of all required reports and maintain appropriate records.
- Promote a culture of service by exhibiting proactive interaction, assistance and support to district staff.
- Manage school based non-instructional personnel; creating and maintaining schedules and overseeing day-to-day operational activities.
- Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- Keep well-informed about current trends and best practices in instruction, leadership, college readiness and career education.
- Attend workshops, conferences, etc. to enhance existing skills in standards for college and career pathways aligned course offerings, and completion requirements.

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 to the Supervisor of College and Career Programs and/or designee

Evaluation:

Annual evaluation done by the Supervisor of College and Career Programs and/or designee

Terms of Employment:

12-month employment

Salary:

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

Job Code: 61210

Board Approved: 7/28/20

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