

**Hernando County School Board
Florida**

FLSA: Exempt, Non-Union

DIRECTOR OF ADULT AND TECHNICAL EDUCATION
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Required Qualifications:

- Master's Degree in educational leadership or related field
- Minimum of three (3) years successful school or district administrator experience
- Must possess a valid Florida driver's license

Desired Qualifications:

- Experience with post-secondary adult vocational programs
- Experience in grant writing

Performance Responsibilities:

- Assume responsibility for the following adult education programs: Adult High School; Co-enrolled; Community Education; Family Literacy; Adult Basic Education Reading/Math/Language; Adult ESOL; Adults with Disabilities; and General Education Diploma (GED), Post-Secondary Adult Vocational Programs
- Facilitate supervision of students
- Assume responsibility for the implementation and observance of all board policies and regulations by the school's staff and students
- Effectively communicate with staff, students and community groups
- Assume responsibility for maintenance of student records
- Oversee the Underage GED Program and act as chairperson on the review committee
- Assume responsibility for the preparation of numerous budgets
- Apply for and provide tracking and documentation for Department of Education Adult Education Performance Grants
- Assume responsibility for the safety and administration of the school facilities
- Make decisions regarding the effectiveness of employee performance including recommendation for dismissal when necessary
- Assume responsibility for the GED Testing Center
- Submit required Department of Education grant reports (quarterly/annually)
- Procure funding and needed resources for identified student needs via community partnerships
- Ensure auditing compliance for all budgets and grants
- Track and submit annual adult education national reports (NRS)
- Hire, train, supervise and evaluate personnel
- Provide quarterly training for new volunteer tutors
- Provide assistance for specific adult education staff development
- Procure rent-free community class locations if needed and maintain positive relationships
- Recruit volunteer tutors, mentors and adult students via speeches at clubs and community and school events
- Co-chair the Hernando Literacy Coalition for the purpose of fostering community partnerships and referrals

- Keep current and well informed of trends, best practices, legislative changes and legal issues in assigned areas of responsibility
- Provide an instructional program which meets local community, business and industry needs
- Provide leadership and direction for assigned areas of responsibility
- Attend conferences and workshops pertaining to adult education or postsecondary adult vocational
- Keep the Assistant Superintendent of Teaching and Learning and Superintendent of Schools abreast of all ongoing situations, programs, changes and practices in the areas of assigned responsibility
- Sustain focus and attention to detail
- Perform other duties as assigned by the Assistant Superintendent of 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 of Teaching and Learning, as assigned, and/or designee

Evaluation:

Annual evaluation completed by the Assistant Superintendent of Teaching and Learning and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Administrative

Job Code:

63021

Board Approved: 06/22/2021