State College of Florida, Manatee-Sarasota  
Job Description

Job Title: Director, Career and Technical Education
Reports to: Associate Vice President, Corporate and Community Development
FLSA Status: Exempt
Level: 216
Position Class:

Job Summary:
This position is responsible for administering workforce, occupational and technical degree programs, certificates and courses. Serves as the College’s representative on the Division of Community Colleges’ Occupational Education Standing Committee.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job.

Applicants may be asked to demonstrate any or all of the following duties:

1. Plans, develops, implements, administers and evaluates workforce, occupational and technical degree programs, certificates, courses and activities. Develops marketing and recruitment innovations for the programs.

2. Maintains liaison contact and activities with area industrial, business and public agencies to assess workforce needs, initiate new and/or modified established programs, certificates and other credit/non-credit programs.

3. Pursues additional funding opportunities for the workforce, occupational and technical degree programs with program managers, Deans, VPAA and the College’s Office of Resource Development.

4. Serves on the Vice President’s Council for Academic Affairs and other in-house and inter-agency committees, task forces, focus and study groups.

5. Assists in recruiting business and industry representatives for participation on program advisory committees.

6. Conducts feasibility studies for all new program requests and administers the College’s application for federal funds.

7. Develops and maintains the College’s strategic plan for occupational and ethnical education.
8. Serves as liaison between College, State Department of Education and Division of Work Force Development.

9. Coordinates with area secondary schools, technical institutes, colleges and universities on matters of articulation and other partnership initiatives.

10. Supervises, evaluates, and coaches Department staff and A.S. program managers.

**Job Qualifications:**
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**
  Master’s degree from an accredited university and two or more years’ related experience and/or training; or equivalent combination of education and experience.

- **Supervisory Experience:**
  One to two years of direct supervisory experience, including responsibility for hiring, firing, performance management, training and coaching is required.

- **Language Ability:**
  Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

- **Math Ability:**
  Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply concepts of basic algebra and geometry.

- **Reasoning Ability:**
  Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to work with formulas, scientific equations, graphs, musical notes, etc.

- **Computer Skills:**
  Knowledge of database, spreadsheet, presentation, word processing, College email, College database, report writing, and Internet software.

- **Certificates and Licenses:**
  None required.

**Responsibility for People and Property:**
Supervises Career and Technical Education staff and A.S. program managers.

Develops and administers Departmental budget.
Responsibility for Communication:

- **Internal Contacts:**
  This position has routine contact with all levels of State College of Florida, Manatee-Sarasota staff.

- **External Contacts:**
  This position has routine contact with representatives from training, education, health care, business, industry, County and State agencies, community social and economic associations.

Work Environment:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate.

Physical Demands:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To perform the duties of this job, the employee is routinely required to talk or hear. The employee is frequently required to walk, sit, use manual dexterity, and reach with hands and arms. The employee is occasionally required to stand, climb or balance, stoop, kneel, crouch or crawl, taste or smell, and lift up to 10 pounds. The special vision requirements include the need for close, distance, color, and peripheral vision, depth perception and ability to adjust focus.

General Performance Standards and Expectations:
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. **Mission and Goals:** Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.

2. **Customer Service:** All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.

3. **Grooming and Appearance:** State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.

4. **Safety Awareness:** State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. **Attendance Standards:** State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.
6. Training: State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. Continuous Improvement: State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.

**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.

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<tr>
<th>Title</th>
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<td>Preparing Manager</td>
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