

**School District of Santa Rosa County**  
**Job Description**  
**Coordinator of Workforce Education Programs**

**Reports To:** Director of Workforce Education  
**FLSA Status:** Exempt  
**Department:** Curriculum, Instruction and Assessment  
**Prepared by:** Human Resources  
**Date:** May 12, 2022  
**Job Code:** 13028

**Primary Duties and Responsibilities (Essential Functions):**

- Direct the development and implementation of grant funded Federal and State Programs
- Coordinate with other personnel assigned to Workforce Federal and State program responsibilities to assure integration of program goals and objectives
- Evaluate ongoing needs for expansion of assigned programs
- Monitor implementation and evaluation of assigned programs
- Assist in the coordination/direction, oversight, and implementation of budgets for assigned programs
- Assist in determining procedures and criteria for staffing students into instructional strategies and programs
- Develop effective and relevant entry and exit criteria for staffing students into instructional strategies and programs
- Serve as a district contact for the oversight and implementation of industry certification
- Serve as a liaison between schools, the school district and industry certifying agencies
- Provide industry certification curriculum and testing resources to assigned programs
- Analyze school/district/state workforce education data
- Develop and implement record-keeping procedures to keep data required by statutes
- Prepare all required applications, reports, and maintain all appropriate records
- Develop and implement varied staff development activities for assigned programs
- Coordinate with other district departments and school sites as needed to implement and oversee services of the assigned programs
- Serve as a liaison to various community committees related to job responsibilities and the expansion of services to stakeholders
- Interpretation and coordination of State and Federal guidelines related to assigned programs
- Supervise assigned personnel, assist in annual performance appraisals, and make recommendations for appropriate employment actions to the Director of Workforce Education
- Keep well informed about current trends and best practices in areas of responsibility
- Attend training sessions, conferences, and workshops to stay abreast of current practices, programs, and legal issues
- Represent the district at conferences and state-level meetings
- Disseminate latest information and current research to appropriate personnel
- Travel to District schools, State meetings and other locations as required
- Perform other incidental tasks consistent with the goals and objectives of this position

**Supervision Received:**

- Director of Workforce Education

**Supervision Exercised:**

- Support staff as assigned

### **Minimum Qualifications & Skills:**

- Master's degree or higher from an accredited educational institution.
- Currently hold Florida Teaching certificate in a vocational specialization.
- Currently hold, eligible for or willingness to complete next available training for Florida certificate as Local Director of Vocational Education.
- Completion of the Potential School Leader (PSL) Program or willingness to complete next available training.
- Eight years' experience in public school education, with at least three years teaching in vocational programs.
- Documentation of leadership experience at the school, district or state level in the area of specialization.

### **Preferred Qualifications & Skills:**

- Three years' experience working with industry certification, curriculum development and teacher professional development

### **Physical Demands:**

- Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel crouch or crawl. Vision abilities required by this job include close vision. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

### **Terms of Employment:**

- Approved Compensation Plan
- Administrative Salary Schedule
- Workforce Education Funded Position

### **Job Benefits:**

- Pension or Investment Plan provided by the Florida Retirement System (FRS)
- Personal and family health care plans available include medical, dental and vision
- Paid sick leave and optional personal leave
- Generous paid holidays

### **Conclusion:**

- This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work to be performed. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities, or working conditions associated with this position.
- There are marginal tasks employees are required to perform that are incidental to the primary duties and responsibilities.
- Positive personal characteristics required of all employees such as honesty, integrity, sobriety, and communication skills are presumed qualities.