

**School District of Santa Rosa County**  
**Job Description**  
**Technical College, Assistant Director**

**Reports to:** Director, Technical College

**FLSA:** Exempt

**Department:** School Based

**Prepared by:** Human Resources

**Date:** May 12, 2022

**Job Code:** 16050

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

- Act on the Director's behalf in his/her absence
- Develop and implement the school's instructional program with assistance from District personnel and provide its articulation among school personnel as assigned by the Director
- Utilize current educational trends in the planning and preparation of the school instructional program
- Understand and adhere to School Board policy, state statutes and federal regulations
- Implement the accreditation program for the assigned school
- Coordinate the selection of textbooks, materials and equipment needed at the assigned school
- Facilitate personnel development to assure that the school will realize maximum value from each of its employees through in-service, the Professional Orientation Program, and other developmental activities
- Facilitate process of positive communication among students, parents, teachers, and clerical staff in daily interactions
- Assume responsibility for control and direction of students related to suspensions from school, suspension from the bus and school in accordance with Board policies and statutes
- Provide leadership in the event of school crisis and/or civil disobedience
- Provide leadership in the school improvement process.
- Administer and develop teacher duty rosters for the school
- Provide supervision while maintaining visibility about the campus and classroom
- Establish guidelines for proper student conduct and effective disciplinary procedures and policies for the school
- Interpret and enforce the District's Code for Student Conduct
- Supervise all facets of the registration process, including, but not limited to, the production of the curriculum guide and related materials
- Prepare or oversee the preparation and maintenance of required records and reports
- Supervise and evaluate personnel as directed by the Director
- Demonstrate knowledge of and appropriate administration of the collective bargaining agreement
- Interview and select qualified personnel to be recommended for employment, reappointment and termination as directed by the Director
- Develop and maintain positive school/community relations and act as a liaison between school and community
- Maintain adequate property inventory records, key control, and security of school property
- Participate in the development of long-range facility needs at the assigned school
- Coordinate plant safety and facility inspection at the school
- Manage and administer the maintenance function for the school in a manner that ensures maximum life and use of facility
- Coordinate the transportation services at the assigned school
- Participate in the function of financial planning for the school which may include assisting in the preparation of the school's budget
- Participate in the disbursement of funds to assure that the school will realize the maximum value educationally and financially in securing supplies, materials, equipment and services
- Supervise the function of student accounting at the school, as it pertains to funding and attendance
- Manage and administer the attendance policy and procedures
- Communicate, through the Director, to appropriate District staff, information relating to various problems or events of unusual nature
- Coordinate data processing activities as assigned

- Provide leadership for, and supervision of, extracurricular activity programs
- Manage and supervise student activity programs, including the selection of club sponsors
- Approve school-sponsored activities and maintain a calendar of all school events
- Perform other incidental tasks consistent with the goals and objectives of this position

**Supervision Received:**

- Director, Locklin Technical College

**Supervision Exercised:**

- Instructional, support, and service personnel as assigned by the Director

**Minimum Qualifications & Skills Required:**

- Master's Degree or higher from an accredited educational institution.
- Currently hold or eligible for Florida teaching certificate and certification as vocational education director.
- Minimum of five years successful experience in public school education.
- Successful completion of the Potential Candidate Training Program, the administrative internship, and/or other administrative experience.

**Preferred Qualifications & Skills:**

- Experience serving as a Dean of Students

**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 Administrative Compensation Plan
- 12 Months
- 8.0 Hours Per Day

**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 performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the 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.