

**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 0507  
Pay Grade: C09

FLSA; Exempt  
Administrative

<b>DIRECTOR, PINELLAS TECHNICAL COLLEGE</b>
<p><b>REPORTS TO:</b> Executive Director, Career, Technical, and Adult Education</p>
<p><b>SUPERVISES:</b> Instructional Staff Support Staff</p>
<p><b>QUALIFICATIONS:</b> Master’s degree from an accredited college or university, or Post Standard Certificate, eligible for or holding a valid Florida Educator’s Certificate as Director, Vocational Education or School Principal with five (5) years of secondary or postsecondary career, technical, and/or adult education professional experience.</p> <p><b>PREFERRED:</b> Previous experience as a career-technical or adult education administrator.</p>
<b>MAJOR FUNCTION</b>
<p>The Director, Pinellas Technical College (PTC) has administrative responsibility for one Pinellas Technical College campus with its associated extension locations and programs. The position performs responsible administrative and supervisory tasks in the areas of campus operations, instruction, program development and implementation, budgeting, purchasing, business and industry relations, and public relations.</p>
<b>ESSENTIAL RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>• Works collaboratively with the Executive Director, CTAE and the Director, CTAE, Postsecondary to coordinate all phases of campus operations</li> <li>• Advocates, facilitates, and monitors the use of an integrated management system in campus operations</li> <li>• Advocates, facilitates, and monitors the alignment of the school vision and mission and decision making to the district vision and mission</li> <li>• Promotes, communicates, and reviews progress toward Pinellas Technical College (PTC) campus and program goals</li> <li>• Supports the development of a strategic plan and school improvement plan aligned to the district’s comprehensive plan</li> <li>• Develops and monitors short- and long-term goals and strategies that focus on highest student achievement, graduate placement, program focus on the needs of business and industry, and efficiency of operations</li> <li>• Develops and monitors a system that focuses on the achievement and satisfaction of internal and external customer requirements</li> <li>• Monitors continually the performance-based indicators relevant to program viability</li> <li>• Ensures the hiring, orientation, recognition, and career development of a high-performing professional and support staff</li> <li>• Monitors the systematic processes used to achieve the goals of the center’s strategic plan</li> <li>• Monitors the delivery and improvement of the postsecondary teaching and learning process</li> </ul>

## DIRECTOR, PINELLAS TECHNICAL COLLEGE

### ESSENTIAL RESPONSIBILITIES (Continued)

- Develops and monitors systems that examine the campus performance level and improvement trends in student career and technical achievement, campus operations, support operations, supplier and partner relationships, customer satisfaction, human resources, and financial management in collaboration with other PTC administrators
- Works collaboratively to promote, develop, and deploy training programs to meet local corporate and economic development needs.
- Develops and maintains a positive school/community climate and a safe and healthy environment.
- Plans, implements, and evaluates the school instructional program based on student needs and within state and district guidelines
- Plans, implements, supervises, and/or evaluates all other programs, i.e., School Advisory Committee (SAC), Program Advisory Committees, Extra-Curricular and Co-Curricular Career Technical Student Organizations
- Determines staffing needs including selection, supervision, staff development and evaluation of all school personnel
- Disseminates and implements Pinellas County School Board policies and procedures as it relates to students, staff, and school community
- Manages finances including the budget and recordkeeping processes and inventory control of all school resources
- Maintains records and necessary reports for efficient operation of school and compliance with federal, state, and local requirements
- Plans and manages for efficient utilization and maintenance of the school plant
- Performs other related duties as required

### TERMS OF EMPLOYMENT

*Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.*

*Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.*

*The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.*

### HISTORY OF JOB CLASSIFICATION

ISSUED: 5/99 PBL; BOARD APPROVED: 6/15/99; REVISE TITLE, MF, D&R, MQ's: 4/08 AK; REVISED TITLE, MF, D& R, MQ's LMCK; BOARD APPROVED: 7/29/08; REVISED FORMAT, QUALS, ED, ADA, 4/07/14 LM; BOARD APPROVED: 4/22/14; TECHNICAL CHANGE – SCHOOL NAME 7/10/16 CH; BOARD APPROVED: 8/23/16

**DIRECTOR, PINELLAS TECHNICAL COLLEGE**

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds		X			
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds		X			
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time				X	
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Director, Pinellas Technical College – ADM