

PINELLAS COUNTY SCHOOL BOARD  
FLORIDA

PCSB: 0367  
Pay Grade: C09

FLSA: Exempt

**DIRECTOR, TOMLINSON ADULT LEARNING CENTER**

**MAJOR FUNCTION:**

The Director has administrative responsibility for the leadership, planning, organizing, coordinating, directing, and evaluating of all phases of the day and evening adult programs and staff.

**DUTIES AND RESPONSIBILITIES:**

- Provides for the implementation and observance of all Board policies and regulations by the school's staff and students.
- Assists in developing, administering and supervising instructional programs held in the Center.
- Facilitates coordination of activities in the Center.
- Supervises and evaluates full-time staff: professional and supportive.
- Supervises and evaluates part-time staff informally.
- Assists in the recruitment, selection, assignment, orientation and induction of Instructional/non-Instructional staff.
- Collects and analyzes student performance data on an on-going basis and uses this data to make sound programmatic and operational decisions.
- Assists in the development and implementation of programs for improvement of staff performance.
- Maintains liaison between Tomlinson, other Workforce Education Centers, and the State Department of Education.
- Communicates with supervisory staffs regarding all shared responsibilities of faculty and staff.
- Maintains community support through communications with business, industry and social agencies.
- Encourages communication between young and older students by sponsoring special activities and programs.
- Assists in preparation of reports for the Department of Workforce Education.
- Develops and administers discretionary budget.
- Administers the collection, pay out, and maintenance of all internal accounts.
- Plans for most advantageous use of building space.
- Plans for maximum usage of full-time and part-time employees.
- Assists in short and long range plans for program development.
- Plans staff meetings necessary for proper school functioning.
- Plans and conducts in-service sessions.
- Responsible for the safety, security and maintenance of the school plant and the safety of students and staff.
- Provides appropriate supervisory coverage for the program in the absence of the principal.
- Maintains membership in and participates in the affairs of professional associations devoted to the advancement of adult and career education.
- Performs other duties as required.

**MINIMUM QUALIFICATIONS:**

Master's Degree from an accredited college or university. State certification in Educational Leadership, Administration/Supervision, or an equivalent certification as defined by the Florida Department of Education. Three (3) years administrative experience. Must show evidence of a working knowledge of the principles of quality management or commit to begin training in the area of quality within the first six (6) months of employment.

**PREFERRED:**

Administrative experience with Adult programs. Positive references, with a strong recommendation for the position from present supervisor.

**DIRECTOR, TOMLINSON ADULT LEARNING CENTER**

REVISED: 3/82; TITLE BOARD APPROVED: 4/27/83; FORMAT REVISED: 7/88; REVISED MQ: 10/98 PBL; BOARD APPROVED: 10/13/98; REVISED D&R & MQ: 4/05 AK; BOARD APPROVED: 4/26/05.

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.

**DIRECTOR, TOMLINSON ADULT LEARNING CENTER**

<b><u>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</u></b>	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 keyboard to enter and transform words or data					X
21. Using a video display terminal					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, Tomlinson Adult Learning Center - ADM