

PINELLAS COUNTY SCHOOL BOARD  
FLORIDA

PCSB: 0455  
Pay Grade: C08

FLSA: Exempt

**ADMINISTRATOR, EVENING ADULT HIGH SCHOOL**

**MAJOR FUNCTION:**

Administrative position in the Adult Evening High Schools. Responsible for the leading, planning, organizing, coordinating, directing, and evaluating all phases of the evening programs and staff. Reports to the high school principal.

**DUTIES AND RESPONSIBILITIES:**

- Responsible for the development and operation of all evening school programs including ABE, GED, ESOL and co-enrolled high school classes.
- Responsible for discipline, attendance, facility, personnel, security, and all areas relevant to overall day-to-day operations of the school.
- Develops programs and activities that reflect input from community needs surveys, advisory council members, program directors, business leaders, parents, teachers, administrators, etc.
- Assists in a constant evaluation of activities for the purpose of upgrading existing programs, program improvement and implementing new ideas.
- Participates in and is knowledgeable of school improvement as required by Southern Association of Colleges and Schools.
- Recruits, interviews and, with consultation of the high school principal and the Office of Workforce Education, recommends Community School instructors and other staff for employment.
- Supervises and evaluates on and off site evening instructional, clerical and custodial staff.
- Recruits members of the community to serve as volunteers.
- Establishes rapport with lay and professional leaders of the community.
- Coordinates and encourages inter-agency cooperation.
- Disseminates information about community education through the use of press releases, interviews, speaking engagements, brochures, etc.
- Responsible for all financial and accounting activities related to the evening adult high school.
- Develops and maintains master schedule of on and off site classes.
- Understands accreditation processes and works with staff and district to insure accreditation standards are met and maintained where applicable.
- Understands Literacy Completion Points (LCP) and program performance data and operates programs in a cost-effective manner.
- Monitors state and federal legislation relevant to adult education programs.
- Acts as liaison between day and evening programs and operations.
- Participates as a member of the host school administrative team.
- Coordinates with the Office of Workforce Education in program development and implementation.

**MINIMUM QUALIFICATIONS:**

Master's degree from an accredited college or university. State certification in Administration/Supervision, Educational Leadership, or an equivalent certification as defined by the Florida Department of Education. Five (5) years' related professional 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.

ISSUED: 3/82; FORMAT REVISED: 7/88; MF AND D & R REVISED: 4/92 PBL; TITLE CHANGE: 6/92 BMP; BOARD APPROVED: 6/24/92; REVISED (MQ's): 10/98 PBL; BOARD APPROVED: 10/13/98; UPDATE MQs: 8/02 AK; BOARD APPROVED: 9/24/02; UPDATE D&R: 5/03 AK.

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.

**ADMINISTRATOR, EVENING ADULT HIGH SCHOOL**

<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				

Administrator, Evening Adult High School - ADM