

PINELLAS COUNTY SCHOOL BOARD  
FLORIDA

PCSB: 0559  
Pay Grade: C07

FLSA: Exempt

**SUPERVISOR, ADULT EDUCATION**

**MAJOR FUNCTION:**

The Supervisor of Adult Education is responsible for the supervision, curriculum design and development and continuous improvement of Adult Education, Adults with Disabilities and other countywide programs, on and off campus, day and evening. This responsibility includes goal setting, planning, organizing, coordinating, decision-making, communicating and evaluating. The Supervisor collaborates with other district departments and individual schools in meeting the district's strategic directions.

**DUTIES AND RESPONSIBILITIES:**

- Supervises programs in the areas of Adult Education, Adults with Disabilities and other countywide Career, Technical and Adult Education programs at the secondary and post secondary levels.
- Facilitates articulation of all levels of programs with outside agencies.
- Coordinates with regional superintendents and high school principals in the overall supervision of adult and community sites and programs.
- Serves as contact person for the business community relevant to supervised programs.
- Promotes, communicates and reviews progress toward program and Career, Technical and Adult Education departmental goals.
- Represents the district at state meetings related to the instructional program.
- Develops and manages departmental budget priorities and annual budget.
- Advocates, facilitates and monitors the alignment of curriculum, instruction, assessment and improvement (CIAI) in the accomplishment of district goals.
- Represents Career, Technical and Adult Education on cross-functional teams.
- Provides recommendations for staffing model.
- Maintains an information system that supports and monitors the district's strategic directions.
- Monitors and communicates data in CIAI as related to Career, Technical and Adult Education students.
- Interprets impact of federal and state legislation and state board rule as it relates to Career, Technical and Adult Education programs and students.
- Monitors and communicates current labor market information relevant to supervised programs.
- Continually monitors performance-based indicators relevant to program viability.
- Participates in departmental staffing model recommendations and problem solving.
- Develops budget within department parameters that aligns to program, department and district goals.
- Participates in goal setting and planning processes within the department, based on district vision and planning.
- Plans for and implements the development of new programs as appropriate.
- Evaluates program support and program staff as appropriate.
- Advocates, facilitates and monitors career development of staff.
- Communicates professional development opportunities for district and school based personnel.
- Plans and conducts professional development activities for district and school based personnel.
- Recognizes staff members' contributions to the district, division, department and program goals.
- Seeks opportunities for personnel professional growth and development.
- Assists in the recruitment, selection, orientation and induction of instructors as appropriate.
- Participates in curriculum development and design activities.
- Participates in School Improvement Plan processes. Interprets and monitors curriculum design and development, instructional strategies and continuous improvement.
- Supports and monitors process for establishing vocational equipment replacement priorities.

## **SUPERVISOR, ADULT EDUCATION**

### **DUTIES AND RESPONSIBILITIES (Continued):**

- Assists in development, preparation, implementation and evaluation of all state and federal projects.
- Participates in analyzing performance results and measures in relation to instructional methodology used for highest student achievement.
- Communicates results and provides recommendations for adjustments to instructional methodology based on analysis of results for continuous program improvement.
- Communicates performance-based program data results and provides recommendations relevant to the continuous improvement of instructional programs.
- Solicits and listens to customer input from staff, schools, parents and the business community.
- Monitors customer satisfaction results.
- Develops and monitors program processes and services based on needs of students, teachers, administrators, families and the business community.
- Performs related work as required.

### **MINIMUM QUALIFICATIONS:**

Master's degree from an accredited college or university with certification in Administration and Supervision, Educational Leadership, School Principal, or an equivalent certification as defined by the Florida Department of Education. Five (5) years professional experience with adult, or community education programs. 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.

BOARD APPROVED: 2/85; FORMAT REVISED: 7/88; REVISED: TITLE AND MQ'S PBL; BOARD APPROVED: 6/13/00; REVISED MF AND D&R 6/00 PBL; REVISED: TITLE AND MQ'S 5/03 WB, BOARD APPROVED: 05/28/03; UPDATE DIVISION NAME: 1/06 AK.; REVISED:TITLE, MF, D&R, MQ 5/09 RAS; BOARD APPROVED: 6/16/09 EFF 7/01/09.

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.

**SUPERVISOR, ADULT EDUCATION**

| <b><u>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</u></b>   | Seldom<br>Or<br>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                     |         |        |       |        |

Supervisor, Adult-Education – ADM