



JOB DESCRIPTIONS

Dr. Douglas K. Whittaker
Superintendent

Updated 4/24/2012

THE CHARLOTTE COUNTY PUBLIC SCHOOL SYSTEM IS AN EQUAL ACCESS/EQUAL OPPORTUNITY INSTITUTION FOR EDUCATION AND EMPLOYMENT

Dr. Douglas K. Whittaker
Superintendent

THE DISTRICT SCHOOL BOARD OF CHARLOTTE COUNTY

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No person shall, on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, social and family background, or on the basis of the use of a language other than English by Limited English Proficiency (LEP) students, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by this school district, except as provided by law. C.C.S.B.P. 2.80(1)

*Administrative
Job
Descriptions*

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CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

ASSISTANT PRINCIPAL

(Elementary School)

73008

Pay Grade A1

QUALIFICATIONS:

1. Holds a Master's degree from an accredited institution
2. Holds Florida certification in Educational Leadership, School Principal, or Administration and Supervision (including appropriate grade level coverage for advertised vacancy)
3. Has five (5) years of teaching experience at appropriate level
4. Has prior school-based administrative experience (preferred but not required)
5. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable

REPORTS TO:

Principal

JOB GOAL:

To use leadership, supervisory and administrative skills, and knowledge of curriculum so as to promote the educational development and well-being of each student

PERFORMANCE RESPONSIBILITIES:

1. Assists the principal in the overall administration of the school
2. Serves as interim principal in the absence of the principal
3. Assists in scheduling of classes and extra-curricular activities
4. Coordinate and/or assists in the preparation of student schedules
5. Works with department heads and/or staff in compiling the annual budget requests.

JOB DESCRIPTION - ASSISTANT PRINCIPAL (Elementary School) - Page 2

6. Evaluates staff as requested
7. Collaborates with administration and staff in writing, implementing and monitoring the school-based Student Learning Plan
8. Assists the principal in implementing and monitoring the curriculum
9. Coordinates supplies, textbooks, and equipment, conducting inventories, maintaining records, and checking on receipts for such materials
10. Cooperates in the conducting of safety inspections and safety drill practice activities
11. Coordinates and/or assists with transportation, custodial, cafeteria, and other support services
12. Assists in maintaining discipline throughout the student body, and deals with special cases as necessary
13. Serves with parent, faculty, and student groups as requested in advancing educational and related activities and objectives
14. Performs such record-keeping and follow-up functions as the principal may direct
15. Performs such other tasks and assumes such other responsibilities as the principal may from time to time assign

SCHOOL BOARD APPROVED 02/14/2006

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

ASSISTANT PRINCIPAL

(High School)

73010

Pay Grade A3

QUALIFICATIONS:

1. Holds a Master's degree from an accredited institution.
2. Holds Florida certification in Educational Leadership, School Principal, or Administration and Supervision (including appropriate grade level coverage for advertised vacancy).
3. Has five (5) years of teaching experience at appropriate level.
4. Has prior school-based administrative experience (preferred but not required).
5. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

REPORTS TO:

Principal

JOB GOAL:

To use leadership, supervisory and administrative skills, and knowledge of curriculum so as to promote the educational development and well-being of each student

PERFORMANCE RESPONSIBILITIES:

1. Assists the principal in the overall administration of the school.
2. Serves as interim principal in the absence of the principal.
3. Assists in scheduling of classes and extra-curricular activities.
4. Coordinate and/or assists in the preparation of student schedules.

JOB DESCRIPTION - ASSISTANT PRINCIPAL (High School) - Page 2

5. Works with department heads and/or staff in compiling the annual budget requests.
6. Evaluates staff as requested.
7. Collaborates with administration and staff in writing, implementing and monitoring the school-based Student Learning Plan.
8. Assists the principal in implementing and monitoring the curriculum.
9. Coordinates supplies, textbooks, and equipment, conducting inventories, maintaining records, and checking on receipts for such materials.
10. Cooperates in the conducting of safety inspections and safety drill practice activities.
11. Coordinates and/or assists with transportation, custodial, cafeteria, and other support services.
12. Assists in maintaining discipline throughout the student body, and deals with special cases as necessary.
13. Serves with parent, faculty, and student groups as requested in advancing educational and related activities and objectives.
14. Performs such record-keeping and follow-up functions as the principal may direct.
15. Performs such other tasks and assumes such other responsibilities as the principal may from time to time assign.

SCHOOL BOARD APPROVED 02/14/2006

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

ASSISTANT PRINCIPAL

(Middle School)

73009

Pay Grade A2

QUALIFICATIONS:

1. Holds a Master's degree from an accredited institution
2. Holds Florida certification in Educational Leadership, School Principal, or Administration and Supervision (including appropriate grade level coverage for advertised vacancy)
3. Has five (5) years of teaching experience at appropriate level
4. Has prior school-based administrative experience (preferred but not required)
5. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable

REPORTS TO:

Principal

JOB GOAL:

To use leadership, supervisory and administrative skills, and knowledge of curriculum so as to promote the educational development and well-being of each student

PERFORMANCE RESPONSIBILITIES:

1. Assists the principal in the overall administration of the school
2. Serves as interim principal in the absence of the principal
3. Assists in scheduling of classes and extra-curricular activities
4. Coordinate and/or assists in the preparation of student schedules

JOB DESCRIPTION - ASSISTANT PRINCIPAL (Middle School) - Page 2

5. Works with department heads and/or staff in compiling the annual budget requests
6. Evaluates staff as requested
7. Collaborates with administration and staff in writing, implementing and monitoring the school-based Student Learning Plan
8. Assists the principal in implementing and monitoring the curriculum
9. Coordinates supplies, textbooks, and equipment, conducting inventories, maintaining records, and checking on receipts for such materials
10. Cooperates in the conducting of safety inspections and safety drill practice activities
11. Coordinates and/or assists with transportation, custodial, cafeteria, and other support services
12. Assists in maintaining discipline throughout the student body, and deals with special cases as necessary
13. Serves with parent, faculty, and student groups as requested in advancing educational and related activities and objectives
14. Performs such record-keeping and follow-up functions as the principal may direct
15. Performs such other tasks and assumes such other responsibilities as the principal may from time to time assign

SCHOOL BOARD APPROVED 02/14/2006

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

ASSISTANT SUPERINTENDENT FOR DISTRICT SUPPORT SERVICES

77003

Pay Grade A11

QUALIFICATIONS:

1. Master's degree required.
2. Minimum of five (5) years experience in school-based or district administration.
3. Ability to organize, plan and manage departmental activities.
4. Such alternatives to the above qualifications as the Superintendent may find appropriate.

REPORTS TO:

Superintendent of Schools

JOB GOAL:

To provide quality leadership for the efficient operation of the district

PERFORMANCE RESPONSIBILITIES:

1. Assists the Superintendent with general administrative operations.
2. Assists the Superintendent in setting budget priorities for presentation to the School Board.
3. Assists the Superintendent in planning for school site and/or facilities acquisition.
4. Assists the Superintendent in interviewing administrative candidates for employment.
5. Prepares drafts of needed Board policies and administrative rules for Superintendent's review.

JOB DESCRIPTION - ASSISTANT SUPERINTENDENT FOR DISTRICT SUPPORT SERVICES -

Page 2

6. Directs and coordinates the district departments of maintenance and operations, construction, transportation, food services, purchasing, special projects center, and media services.
7. Maintains the assigned departments according to policies and procedures for the School Board, regulations of the Florida Department of Education, Florida statutes and the U.S. Government.
8. Monitors the overall operations of the special projects center.
9. Conducts written annual personnel assessments of support services personnel.
10. Reviews and recommends to the Superintendent of Schools the annual operating and capital budgets for the assigned departments.
11. Coordinates the annual review and development of the Five-Year Capital Outlay Plan of the Charlotte County Public Schools in conjunction with the state's Five-Year Facilities Survey recommendations.
12. Coordinates the development and submission of additions and/or revisions to the support services section of the Comprehensive Plan of the Charlotte County Public Schools.
13. Attends School Board meetings and prepares reports and presentations as required.
14. Provides for effective and cost efficient coordination of facilities development and subsequent maintenance functions.
15. Arranges for the advertising, reviewing, and recommending of contracted architectural and engineering services to the School Board in accordance with Florida Statutes and Department of Education regulations.
16. Assures that district facilities are maintained in a manner which supports the preservation of the district's capital investment.
17. Supervises a district-level program of energy and utility management and coordinates the development of energy/utility standards.
18. Develops and maintains plans for emergency preparedness and post emergency operations.

***JOB DESCRIPTION - ASSISTANT SUPERINTENDENT FOR DISTRICT SUPPORT SERVICES -
Page 3***

19. Assures that the district's student transportation system provides service in accordance with state and federal statutes, Florida statutes, and regulations.
20. Reviews and recommends to the Superintendent the acquisition and purchase of land for future building sites.
21. Regularly reviews all functions within auxiliary services to determine cost effectiveness of in-house services compared to outsourced services.
22. Is responsible for maintaining a current inventory of unimproved real estate land holdings owned by the School Board.
23. Serves as a liaison with social, professional, and civic agencies.
24. Supports the Superintendent in his overall administrative efforts; interprets his ideas and decisions to staff and the public; keeps him informed of pertinent division developments and events.
25. Reports regularly to the Superintendent on any developments or situations within the district requiring the Superintendent's awareness or action.
26. Directs the preparation of certain annual reports and guides.
27. Coordinates all functions with the Learning, Human Resource and Employee Relationships, and District Support Divisions to ensure a collegial, effective and focused leadership team.
28. Performs other functions as may be assigned by the Superintendent.

SCHOOL BOARD APPROVED 02/14/2006

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

**ASSISTANT SUPERINTENDENT FOR HUMAN RESOURCES AND
EMPLOYEE RELATIONSHIPS**

77303

Pay Grade A11

QUALIFICATIONS:

1. Meets Florida certification requirements in Educational Leadership or has significant credentials and/or experience in management and supervision of labor mediation/arbitration, and collective bargaining.
2. Master's degree or equivalent required, doctorate or juris doctor preferred.
3. Minimum of eight (8) years total school district or public sector experience which must include at least five years in labor relations.
4. Such alternatives to the above qualifications as the Superintendent may find appropriate.

REPORTS TO:

Superintendent of Schools

JOB GOAL:

To provide quality leadership in all areas of labor relations, personnel management, employee recruitment, risk management, and information services.

PERFORMANCE RESPONSIBILITIES:

1. Supervises the functions of personnel, risk management, position control, information services.
2. Acts as chief negotiator for management bargaining teams.
3. Directs all phases of contract negotiation and settlement.
4. Directs grievance settlement process and represents management at grievance meetings and mediation and arbitration hearings

***JOB DESCRIPTION - ASSISTANT SUPERINTENDENT FOR HUMAN RESOURCES
AND EMPLOYEE RELATIONSHIPS - Page 2***

5. Coordinates and monitors the employee performance evaluation development process and makes recommendations to the Superintendent regarding renewal of employment.
6. Ensures proper establishment and functioning of insurance committees.
7. Recommends consultative services to the Superintendent and monitors performance as appropriate.
8. Monitors a position control system in concert with the Finance Department.
9. Supervises the activities of the district equity programs through the Coordinator of Human Resources and monitors the implementation of anti-discrimination policies and procedures and appropriate staff training.
10. Supervises the evaluation of all Human Resources Department staff.
11. Supervises the conduct of investigations of employees in disciplinary matters and makes recommendations to the Superintendent regarding disciplinary actions.
12. Supports the Superintendent in his overall administrative efforts; interprets his ideas and decisions to staff and the public; keeps him informed of pertinent division developments and events.
13. Reports regularly to the Superintendent on any developments or situations within the district requiring the Superintendent's awareness or action.
14. Directs wage, salary, and benefit administration.
15. Attends School Board meetings and prepares reports and presentations as required.
16. Develops and maintains wage and benefits formulas for use in collective bargaining in collaboration with the Director of Information Services.
17. Interprets the bargaining agreements to members of staff as appropriate and provides for training on contract administration.
18. Ensures that the required FTE, student, and staff reporting systems are current and accurate.
19. Directs the reporting of all required data to the Department of Education.

***JOB DESCRIPTION ASSISTANT SUPERINTENDENT FOR HUMAN RESOURCES AND EMPLOYEE
RELATIONSHIPS - Page 3***

20. Coordinates all human resource and employee relationships functions with the Learning, School Support, and District Support Divisions to ensure a collegial, effective and focused leadership team.
21. Provides support to the Superintendent and Board with respect to legislative matters.
22. Performs such other tasks and assumes such other responsibilities as assigned by the Superintendent.

SCHOOL BOARD APPROVED 02/14/2006

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

ASSISTANT SUPERINTENDENT FOR LEARNING

63003

Pay Grade A11

QUALIFICATIONS:

1. Meets Florida certification requirements in Level II School Principalship.
2. Master's degree required, doctorate preferred.
3. Minimum of eight (8) years total K-12 school-based or district experience which must include five years of experience as a secondary school principal.
4. Such alternatives to the above qualifications as the Superintendent may find appropriate.

REPORTS TO:

Superintendent of Schools

JOB GOAL:

To provide leadership and promote student learning through the coordination of district instructional services

PERFORMANCE RESPONSIBILITIES:

1. Assists the Superintendent in setting budget priorities for presentation to the School Board.
2. Assists the Superintendent in interviewing candidates for employment in school and district leadership positions.
3. Prepares drafts of needed Board policies and administrative rules for Superintendent's review.
4. Coordinates all instructional services with the School Support Division to ensure a "whole child" focus within and outside the classroom.
5. Assists the Superintendent in interpreting the educational philosophy, goals, programs, and policies of the district to principals, staff, students, and parents.

JOB DESCRIPTION - ASSISTANT SUPERINTENDENT FOR LEARNING - Page 2

6. Evaluates staff reporting to the Assistant Superintendent for Learning.
7. Directs and coordinates district departments for PK, elementary, middle and high school education, technical education, instructional services, technology services, exceptional student education, adult and community education, and planning, and evaluation.
8. Maintains continuous communication between the district support center and the schools.
9. Coordinates the selection and distribution of textbooks, materials, and equipment.
10. Directs the development and implementation of the PK-12 District Strategic Plan.
11. Directs the district wide program evaluation as it pertains to the student learning process.
12. Reviews and recommends to the Superintendent the annual operating and capital budgets for the assigned departments.
13. Directs and monitors the school accountability/school improvement process and serves as chair of a district wide school improvement review team.
14. Determines the appropriateness of materials distributed through schools by external groups.
15. Coordinates the development, implementation, and approval of PK-12 Student Learning Plans.
16. Facilitates the coordination of PK-12 remediation programs.
17. Assists in the coordination of K-12 principals meetings and schedules assistant principals meetings.
18. Directs the use of assessment information for program improvement initiatives and for the introduction of new programs, policies, and procedures.
19. Coordinates the preparation of grants, agreements, and contracts pertaining to the Division of Learning which involve transactions between the district and other persons or entities.
20. Assists in the review of the Pupil Progression Plan.
21. Organizes staff to respond to parental complaints regarding curriculum and instruction.

JOB DESCRIPTION - ASSISTANT SUPERINTENDENT FOR LEARNING - Page 3

22. Coordinates representation on appropriate instructional committees within the school district community.
23. Directs instructional staff development for PK-12, vocational, and adult education.
24. Directs the high school regional accreditation process.
25. Directs the district wide PK-12 and dual-enrollment articulation process.
26. Supervises curriculum and instruction programs consistent with collective bargaining contracts, school law, Board Policies, and administrative procedures.
27. Serves as liaison with social, professional, and civic agencies.
28. Attends School Board meetings and prepares such reports and presentations as required.
29. Oversees coordination of charter schools.
30. Reports regularly to the Superintendent on any developments or situations within the district requiring the Superintendent's awareness or action.
31. Serves as the district liaison for extracurricular activities.
32. Supports the Superintendent in his overall administrative efforts; interprets his ideas and decisions to staff and the public; keeps him informed of pertinent division developments and events.
33. Coordinates and monitors all secondary level assessment programs and provides training to school and district personnel.
34. Serves as the district liaison with the Florida Department of Education, Florida Gulf Coast University, Edison Community College, Manatee Community College and other agencies as requested by the Superintendent.
35. Coordinates all functions with the Human Resource and Employee Relationships, School Support, and District Support Divisions to ensure a collegial, effective and focused leadership team.
36. Performs other functions as may be assigned by the Superintendent.

SCHOOL BOARD APPROVED 02/14/2006

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

ASSISTANT SUPERINTENDENT FOR SCHOOL SUPPORT SERVICES

61003

Pay Grade A11

QUALIFICATIONS:

1. Meets Florida certification requirements in Guidance, Psychology, Educational Leadership or Level II, School Principal.
2. Master's degree required, doctorate preferred
3. Minimum of eight (8) years total K-12 school-based or district experience, five of which must have been in guidance, student services, or intervention services
4. Training in school security, critical incident planning, or emergency planning
5. Such alternatives to the above qualifications as the Superintendent may find appropriate.

REPORTS TO:

Superintendent of Schools

JOB GOAL:

To provide quality leadership and promote the total educational development of students through the coordination of intervention based school support services.

PERFORMANCE RESPONSIBILITIES:

1. Directs district School Support Services Division in student services, guidance counseling, intervention services, critical incident planning, school health and wellness, psychological services, district security, alternative learning, and school discipline.
2. Coordinates the development and submission of additions and/or revisions to the School Support section of the Strategic Plan.

***JOB DESCRIPTION - ASSISTANT SUPERINTENDENT FOR SCHOOL SUPPORT SERVICES –
Page 2***

3. Reviews and recommends to the Superintendent the annual operating budgets for School Support.
4. Coordinates the Safe and Drug Free Schools grant.
5. Evaluates the performance of School Support personnel and other personnel as assigned by the Superintendent.
6. Develops effective programs and procedures in each school support area.
7. Provides for student, staff and community involvement in the district School Support program.
8. Administers School Support programs in accordance with collective bargaining contracts, school law, Board policies, and administrative procedures.
9. Attends School Board meetings and prepares reports and presentations as required.
10. Addresses parental concerns regarding school-related matters pertaining to school support.
11. Coordinates all school support services with the Learning Division to ensure a “whole child” focus within and outside the classroom.
12. Provides advisory services to the Superintendent as they relate to school support issues including suspension and expulsion.
13. Coordinates the planning and delivery of professional development programs for school support personnel and school based student services/guidance personnel.
14. Assists Information Services with the student data base and ensures that proper procedures and regulations are followed regarding cumulative folder and student records.
15. Serves as chairman of the annual Pupil Progression Plan review process.
16. Participates in the process for determining school attendance zones and directs their annual review.
17. Serves as liaison with social, professional, civic and other community agencies.
18. Represents the Superintendent at Juvenile Justice Council meetings.

JOB DESCRIPTION - ASSISTANT SUPERINTENDENT FOR SCHOOL SUPPORT SERVICES –

Page 3

19. Serves as chairman of the annual Code of Student Conduct review process.
20. Develops strategies for reducing violent behavior at each respective level of schooling, including the resolution of conflict.
21. Provides leadership for and coordinates the development of School Discipline Plans.
22. Provides assistance to schools in responding to parental complaints for student disciplinary cases.
23. Serves on the district Suspension Expulsion Review Team.
24. Directs the development of a comprehensive student services plan.
25. Directs the development of a district wide guidance plan.
26. Interprets state regulations, local health policies and School Board rules pertaining to communicable disease control and general health protection.
27. Coordinates representation on appropriate health services committees within the school district and the community.
28. Coordinates school district registration, student assignment process.
29. Ensures that attendance legislation is implemented and that effective strategies are developed to improve student attendance.
30. Oversees the expenditure of Safe Schools categorical funds.
31. Supervises school district security and critical incident planning and drills.
32. Supports the Superintendent in his overall administrative efforts; interprets his ideas and decisions to staff and the public; keeps him informed of pertinent division developments and events.
33. Reports regularly to the Superintendent on any developments or situations within the district requiring the Superintendent's awareness or action.
34. Coordinates all functions with the Learning, Human Resource and Employee Relationships, and District Support Divisions to ensure a collegial, effective and focused leadership team.
35. Performs other functions and duties as may be assigned by the Superintendent.

SCHOOL BOARD APPROVED 02/14/2006

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

DEPUTY SUPERINTENDENT

63003

Pay Grade A12

QUALIFICATIONS:

1. Meets Florida certification requirements in Level II, School Principal Guidance, Psychology, or Educational Leadership.
2. Master's degree required, doctorate preferred
3. Minimum of eight (8) years total K-12 school-based or district experience, five of which must have been in student learning, academic leadership, curriculum development, guidance, student services, or intervention services
4. Training in school security, critical incident planning, or emergency planning
5. Such alternatives to the above qualifications as the Superintendent may find appropriate.

REPORTS TO:

Superintendent of Schools

JOB GOAL:

To provide leadership and promote student learning through the coordination of district instructional services and through the coordination of intervention-and prevention-based school support service.

PERFORMANCE RESPONSIBILITIES:

1. Assists the Superintendent in setting budget priorities for presentation to the School Board.

JOB DESCRIPTION – DEPUTY SUPERINTENDENT – Page 2

2. Assists the Superintendent in interviewing candidates for employment in school and district leadership positions.
3. Prepares drafts of needed Board policies and administrative rules for Superintendent’s review.
4. Coordinates all instructional and support services to ensure a “whole child” focus within and outside the classroom.
5. Assists the Superintendent in interpreting the educational philosophy, goals, programs, and policies of the district to principals, staff, students, and parents.
6. Evaluates staff reporting to the Deputy Superintendent.
7. Directs and coordinates all district departments reporting to the Deputy Superintendent.
8. Maintains continuous communication between the district office and the schools.
9. Coordinates the selection and distribution of instructional materials.
10. Directs the development and implementation of the PK-12 Plan to Achieve Student Success! (PASS!) Plan.
11. Directs the evaluation of district instructional learning programs.
12. Reviews and recommends to the Superintendent the annual operating and capital budgets for the assigned departments.
13. Directs and monitors the school accountability/school improvement process and serves as chair of a district wide school improvement review team.
14. Determines the appropriateness of materials distributed through schools by external groups.
15. Coordinates the development, implementation, and approval of PK-12 Student Success Plans.
16. Facilitates the coordination of PK-12 remediation programs.
17. Assists in the coordination of K-12 principals meetings and schedules assistant principals meetings.

JOB DESCRIPTION – DEPUTY SUPERINTENDENT – Page 3

18. Directs the use of assessment information for program improvement initiatives and for the introduction of new programs, policies, and procedures.
19. Coordinates the preparation of grants, agreements, and contracts pertaining to the Division of Learning which involve transactions between the district and other persons or entities.
20. Serves as chairman of the annual Pupil Progression Plan review process.
21. Addresses parental concerns regarding school-related matters.
22. Coordinates representation on appropriate committees within the school district community.
23. Provides for student, staff and community involvement in the district School Support program.
24. Directs instructional staff professional development for PK-12, vocational, adult education, school support personnel, and school based student services/guidance personnel.
25. Directs the high school and Technical Center regional accreditation process.
26. Directs the district wide PK-12 and dual-enrollment articulation process.
27. Supervises curriculum, instruction, and instructional support programs consistent with collective bargaining contracts, school law, Board Policies, and administrative procedures.
28. Serves as liaison with social, professional, civic, and other community agencies.
29. Attends School Board meetings and prepares such reports and presentations as required.
30. Oversees coordination of charter schools.
31. Reports regularly to the Superintendent on any developments or situations within the district requiring the Superintendent's awareness or action.

JOB DESCRIPTION – DEPUTY SUPERINTENDENT – Page 4

32. Serves as the district liaison for extracurricular activities.
33. Supports the Superintendent in his/her overall administrative efforts; interprets his/her ideas and decisions to staff and the public; keeps him/her informed of pertinent division developments and events.
34. Provides advisory services to the Superintendent as they relate to school support issues including suspension and expulsion.
35. Serves as the district liaison with the Florida Department of Education, Florida Gulf Coast University, Edison State College, State College of Florida and other agencies as requested by the Superintendent.
36. Coordinates the Safe and Drug Free Schools grant.
37. Oversees the expenditure of Safe Schools funds.
38. Monitors the student data base maintained by Information Services and ensures that proper procedures and regulations are followed regarding cumulative folder and student records.
39. Serves as chairman of the annual Pupil Progression Plan review process.
40. Facilitates the process for determining school attendance zones and directs their annual review.
41. Serves as chairman of the annual Code of Student Conduct review process.
42. Develops strategies for reducing violent behavior at each respective level of schooling, including the resolution of conflict.
43. Provides leadership for and coordinates the development of School Discipline Plans.
44. Serves on the district Suspension Expulsion Review Team.
45. Directs the development of a comprehensive student services plan.
46. Directs the development of a district wide guidance plan.

JOB DESCRIPTION – DEPUTY SUPERINTENDENT – Page 5

47. Interprets state regulations, local health policies and School Board rules pertaining to communicable disease control and general health protection.
48. Ensures that attendance legislation is implemented and that effective strategies are developed to improve student attendance.
49. Interprets state regulations, local health policies and School Board rules pertaining to communicable disease control and general health protection.
50. Coordinates representation on appropriate health services committees within the school district and the community.
51. Coordinates school district registration, student assignment process.
52. Supervises school district security and critical incident planning and drills.
53. Coordinates all functions with the district divisions to ensure a collegial, effective and focused leadership team.
54. Performs other functions as may be assigned by the Superintendent.

SCHOOL BOARD APPROVED 10/11/2010

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CHIEF FINANCIAL OFFICER

75005

Pay Grade A9

QUALIFICATIONS:

1. Bachelor's degree in accounting, Certified Public Accountant Certificate or a master's degree in business administration.
2. Minimum of five (5) years managerial experience in governmental finance.
3. An understanding of business affairs functions.
4. Such alternatives to the above qualifications as the Superintendent may find appropriate.

REPORTS TO:

Superintendent of Schools

JOB GOAL:

To develop and maintain an accounting and internal control system for funds which provides for the accurate reporting of financial transactions and safeguards the financial assets of the school district; implement an effective cash management and investment program; analyze financial data to support the managerial decision making process at the district level

PERFORMANCE RESPONSIBILITIES:

1. Directs the activities of accounting, payroll, accounts payable, accounts receivable, cash management.
2. Manages the collection, safekeeping and investment of district funds.
3. Coordinates the preparation of federal, state, and local financial reports.
5. Acts as the district's liaison with financial auditors.

JOB DESCRIPTION - CHIEF FINANCIAL OFFICER - Page 2

6. Makes recommendations as to the necessity and appropriateness of financing transactions.
6. Supervises personnel in accounting, payroll, accounts payable, accounts receivable, and cash management.
7. Provides assistance and guidance to school and district-level administrators pertaining to district financial matters (including internal accounts).
8. Develops and maintains adequate internal control systems over the financial assets and financial record keeping activities of the district.
9. Manages the cash collection and disbursements of district funds.
10. Provides financial data to the Assistant Superintendent for Human Resources and Employee Relationships in support of the employee negotiations process and the risk management function.
11. Collaborates with the Director of Management Information Services in preparing financial data analyses.
12. Attends School Board meetings and prepares reports and presentations.
13. Reports regularly to the Superintendent any developments or situations within the district requiring the Superintendent's awareness.
14. Performs other duties as assigned by the Superintendent.

SCHOOL BOARD APPROVED 02/14/2006

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

**COORDINATOR OF DUAL ENROLLMENT PROGRAMS
CHARLOTTE TECHNICAL CENTER
63008
Pay Grade A3**

QUALIFICATIONS:

7. Holds a Master's degree from an accredited institution.
8. Holds Florida certification in Educational Leadership, School Principal, or Secondary Administration and Supervision.
9. Has five (5) years of teaching experience at appropriate level.
10. Has prior school-based administrative experience.
11. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

REPORTS TO:

Assistant Superintendent of Learning
Director of Charlotte Technical Center

JOB GOAL:

To use leadership, supervisory and administrative skills to support the dual enrollment program at Charlotte Technical Center so as to facilitate all aspects of the planned expansion.

SPECIFIC PERFORMANCE RESPONSIBILITIES:

Increase dual enrollment population.

Design a high school marketing program.

Serve as liaison with high school leadership team.

***JOB DESCRIPTION - COORDINATOR OF DUAL ENROLLMENT PROGRAMS -
CHARLOTTE TECHNICAL CENTER - Page 2***

Coordinate dual enrollment transportation program.

Oversee SASI reporting with each high school for grades, schedules, attendance, etc.

Manage discipline for all dual enrolled students.

Monitor students in high school “feeder” programs to be prepared for dual schedules.

Coordinate with the Center Director in the overall administration of the school with day-to-day responsibility for: Carpentry, Auto Technology, and Culinary Arts.

Coordinate supplies, textbooks, and equipment, conducting inventories, and maintaining records for Carpentry, Auto Technician and Culinary Arts.

GENERAL PERFORMANCE RESPONSIBILITIES:

1. Clearly and consistently articulates the school mission to various audiences and stakeholders.
2. Establishes a school culture that is open, optimizes teaching and learning; and capitalizes on students’ strengths, needs, and interests.
3. Sets a climate of high expectations to ensure all students attain mastery of essential knowledge and skills.
4. Serves with parent, faculty, and student groups as requested in advancing educational and related activities and objectives.
5. Provides students a safe and orderly environment in which to learn.
6. Participates in staff selection.
7. Provides and participates in staff development opportunities which promote the mission, goals, and objectives of the school, and can be measured by the impact on staff and school improvement results.
8. Evaluates staff according to district appraisal procedures.

***JOB DESCRIPTION - COORDINATOR OF DUAL ENROLLMENT PROGRAMS -
CHARLOTTE TECHNICAL CENTER - Page 3***

9. Works to build educational partnerships with businesses, the community, and other appropriate individuals, groups, and agencies.
10. Communicates consistently and effectively, both orally and in writing, with all stakeholders.
11. Works with the Director of Charlotte Technical Center and staff in compiling the annual budget.
12. Ensures compliance with local, state, and federal statutes, rules and regulations.
13. Performs such other tasks and assumes such other responsibilities as the Center Director of the Technical Center may assign.

SCHOOL BOARD APPROVED 02/14/2006

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

COORDINATOR OF EXCEPTIONAL STUDENT EDUCATION PROGRAMS

63040

Pay Grade A3

QUALIFICATIONS:

1. Master's degree in Educational Administration, Administration and Supervision, or Educational Leadership
2. Florida certification in Exceptional Student Education and Educational Administration, Administration and Supervision, or Educational Leadership
3. Minimum of five (5) years of successful teaching experience
4. Such alternatives to the above qualifications as the Superintendent may find appropriate

REPORTS TO:

Director of Exceptional Student Education

JOB GOAL:

To provide leadership in the planning, development, implementation, and evaluation of Exceptional Student Education programs

PERFORMANCE RESPONSIBILITIES:

1. Coordinates and monitors program development and evaluation
2. Ensures implementation of procedures and programs to meet individual needs of students with disabilities
3. Monitors referral through placement procedures
4. Assists the director in assuming day-to-day operational duties

***JOB DESCRIPTION – COORDINATOR OF EXCEPTIONAL STUDENT
EDUCATION PROGRAMS - Page 2***

5. Monitors maintenance of individual educational records for exceptional students
6. Develops and manages supplementary textbook projects
7. Develops and manages the discretionary grant under the Individuals with Disabilities Education Act regarding staff development and parent training activities
8. Administers extended school year programs and activities for exceptional students
9. Assists in the recruitment, selection, and placement of Exceptional Student Education instructional staff and related services personnel
10. Coordinates activities of school-based Exceptional Student Education program planners
11. Assigns and evaluates speech/language pathologists
12. Co-evaluates Exceptional Student Education liaisons (with principals)
13. Evaluates related services personnel and teachers of the visually impaired
14. Co-chairs Exceptional Student Education Task Force and chairs Gifted Objectives subcommittee
15. Monitors student assessment procedures and results, including state and district testing and alternate assessment, for students with disabilities
16. Provides technical assistance to staff and parents on legal (Individual with Disabilities Education Act) and programmatic issues
17. Coordinates supplementary services for regular education and Exceptional Student Education students and staff
18. Develops and manages state initiative grants, i.e., Alternative Assessment and Gifted, etc.

***JOB DESCRIPTION – COORDINATOR OF EXCEPTIONAL STUDENT
EDUCATION PROGRAMS - Page 3***

19. Works as team member with the Director of Exceptional Student Education, the Supervisor of Psychological Services, other district departments, and school-based administration to ensure:
 - the adherence to federal, state, and district polices and regulations;
 - the implementation of the District Strategic Plan;
 - the smooth and efficient operation of the Exceptional Student Education Department.

20. Performs other functions as may be assigned by the Director of Exceptional Student Education

SCHOOL BOARD APPROVED 02/14/2006

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

**COORDINATOR OF HEALTH SCIENCE PROGRAMS
CHARLOTTE TECHNICAL CENTER**

(Replaces Supervisor of Part-Time Programs-CVTC)

73018

Pay Grade A3

QUALIFICATIONS:

1. Holds a Master's degree from an accredited institution.
2. Holds Florida certification in one of the following areas: Vocational Administration (preferred), School Principal, Administration and Supervision or related Master's Degree.
3. Has a minimum five (5) years of teaching experience and a minimum of three years of occupational experience.
4. Has supervisory experience preferred.
5. Holds evidence of Level III district technology skills (Charlotte County Plan).
6. Has an active Florida license as a Registered Nurse.
7. Such alternatives to the above qualifications as the Superintendent may find appropriate.

REPORTS TO:

Director of Charlotte Technical Center

JOB GOAL:

To use leadership, supervisory, and administrative job skills and knowledge of curriculum so as to deliver high quality career and technical programs for high school and adult students. To serve as Director of the Practical Nursing program.

***JOB DESCRIPTION – COORDINATOR OF HEALTH SCIENCE PROGRAMS -
CHARLOTTE TECHNICAL CENTER – Page 2***

SPECIFIC PERFORMANCE RESPONSIBILITIES:

1. Serve as liaison with the Department of Professional Regulation and the Florida Board of Nursing to ensure full program compliance for Practical Nursing and Nursing Assistant curriculum.
2. Serve as liaison with the Florida Board of Dentistry to ensure full program compliance in Dental Assisting.
3. Coordinate and monitor all affiliations with clinical agencies.
4. Create a quarterly schedule for publicizing part-time and distance learning courses.
5. Oversee special admission procedures for Health Science students.
6. Coordinate curriculum development of high school “feeder” programs in health sciences.
7. Manage school-wide safety program and reports.
8. Monitor school-wide cleanliness and general maintenance.
9. Coordinate with the Center Director in the overall administration of the school with day-to-day responsibility for: Nursing, Dental Assisting, Allied Health, and Early Childhood Education programs.
10. Coordinate supplies, textbooks, and equipment, conducting inventory, and maintaining records for Nursing, Dental Assisting, Allied Health, and Early Childhood.

GENERAL PERFORMANCE RESPONSIBILITIES:

1. Clearly and consistently articulates the school mission to various audiences and stakeholders.
2. Establishes a school culture that is open, optimizes teaching and learning; and capitalizes on students’ strengths, needs, and interests.
3. Sets a climate of high expectations to ensure all students attain mastery of essential knowledge and skills.

***JOB DESCRIPTION – COORDINATOR OF HEALTH SCIENCE PROGRAMS -
CHARLOTTE TECHNICAL CENTER – Page 3***

4. Serves with parent, faculty, and student groups as requested in advancing educational and related activities and objectives.
5. Provides students a safe and orderly environment in which to learn.
6. Participates in staff selection.
7. Provides and participates in staff development opportunities which promote the mission, goals, and objectives of the school, and can be measured by the impact on staff and school improvement results.
8. Evaluates staff according to district appraisal procedures.
9. Works to build educational partnerships with businesses, the community, and other appropriate individuals, groups, and agencies.
10. Communicates consistently and effectively, both orally and in writing, with all stakeholders.
11. Works with the Director of Charlotte Technical Center and staff in compiling the annual budget.
12. Ensures compliance with local, state, and federal statutes, rules and regulations.
13. Coordinates activities of Technical Advisory Committees to relevant programs.
14. Serves on local, regional, and state committees that relate to workforce education.
15. Serves as interim Center Director in the absence of the Center Director.
16. Assists in maintaining discipline throughout the student body and deals with special cases as necessary.
17. Develop distance-learning curriculum to enhance post-secondary workforce programs.
18. Designs business and industry training continuous workforce programs, in response to local workforce needs.
19. Performs such other tasks and assumes other responsibilities as the Center Director of Charlotte Technical Center assigns.

SCHOOL BOARD APPROVED 02/14/2006

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

COORDINATOR OF PRE-K AND TITLE I PROGRAMS

63107

Pay Grade A4

QUALIFICATIONS:

1. Meets Florida certification requirements for Early Childhood, Education Leadership or other related fields
2. Bachelor's degree required, Master's preferred
3. Minimum of five (5) years experience working with low-income children and families in an administrative or supervisory capacity
4. Such alternatives to the above qualifications as the Superintendent may find appropriate

REPORTS TO:

Director of Elementary Learning

JOB GOAL:

To provide leadership in planning, developing, and delivering grant-funded programs that meet the needs of the targeted populations being served and that align with district, state, and national education goals

PERFORMANCE RESPONSIBILITIES:

1. Develops, administers, and reports on program grants (Head Start, Pre-K Early Intervention, and Title I)
2. Develops and coordinates budgets to meet the needs of children and families served
3. Works with site administrators to implement the intent and regulations of grants
4. Collaborates with school site administration in selecting and evaluation of staff funded through grant sources

***JOB DESCRIPTION - COORDINATOR OF PRE-K AND TITLE I PROGRAMS -
Page 2***

5. Collaborates with school sites and the district to provide staff development to ensure quality program implementation
12. Facilitates the organization and operation of program advisory councils
7. Facilitates participation in processes and programs that result in improved program quality
8. Collaborates with schools and agencies to provide developmentally appropriate programs and to utilize community resources to meet the needs of children and families being served
9. Assists in planning, delivering and evaluating staff development and other inservice programs, including child development associate credentials
10. Participates in training and technical assistance support essential to keeping current with program and quality issues
11. Facilitates open communication and transition with the elementary program through committees and other appropriate vehicles
12. Collaborates with other Pre-K programs in the district and the community
13. Establishes, develops, and coordinates a uniform system of data gathering and documentation for recording and reporting information, and for evaluating the accomplishments of the program and the students
14. Interprets programs to the Board, parents, individuals, participating agencies, support groups, and the general public
15. Seeks additional funds to supplement and enhance existing grants
16. Facilitates and supports individual schools in the development and implementation of needs assessment and school development plans
17. Evaluates teachers and support staff
18. Oversees the day-to-day operations of the Baker Pre-K center/Headstart program
19. Supervises the program managers for state and federal programs
20. Performs other functions as may be assigned by the Director of Elementary Learning

SCHOOL BOARD APPROVED 02/14/2006

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

COORDINATOR OF PROFESSIONAL DEVELOPMENT

64008
Pay Grade A3

QUALIFICATIONS:

1. Bachelor's degree required, Master's degree preferred.
2. Significant experience coordinating/providing staff development activities.
3. Experience in a school, department, or district-based leadership role.
4. Such alternatives to the above qualifications as the Superintendent may find appropriate.

REPORTS TO:

Director of Professional Development Academy

JOB GOAL:

To provide leadership in the planning, development, implementation, and evaluation of Professional Development.

PERFORMANCE RESPONSIBILITIES:

1. Coordinates, monitors, provides and evaluates professional development opportunities and programs.
2. Ensures implementation of procedures and programs to meet individual professional development needs of instructional and support employees.
3. Assists the Director of Professional Development Academy in assuming day-to-day operational duties.
4. Coordinates the update(s)/revisions to the district's Master Inservice Plan.

***JOB DESCRIPTION – COORDINATOR OF PROFESSIONAL DEVELOPMENT -
Page 2***

6. Coordinates the New Educator Training Program.
7. Coordinates the placement of student intern teachers.
8. Maintains the district professional resource library for employees.
9. Coordinates the production and distribution of professional development information to employees district-wide.
10. Assists in the preparation of the professional development budget.
11. Coordinates the employee certification, recertification and inservice process.
12. Collaborates with the Director of Human Resources and Certification/Inservice Specialist in monitoring teachers who are in out-of-field assignments.
13. Assist the director in establishing, implementing, and monitoring programs that promote teacher leadership, mentoring, and professional development (i.e. career ladder, leadership opportunities/mentoring opportunities as developed).
14. Performs other functions as may be assigned by the Director of Professional Development Academy.

*CHARLOTTE COUNTY PUBLIC SCHOOLS
JOB DESCRIPTION
COORDINATOR OF STATE AND FEDERAL PROGRAMS
63107
Paygrade A 4*

QUALIFICATIONS:

1. Meets Florida certification requirements for Educational Leadership
2. Bachelor's degree required, Masters preferred
3. Minimum of three (3) years working as an Assistant Principal and/or Principal
4. Experience and knowledge of grant writing
5. Strong written communications ability; skilled in computer word processing applications
6. Experience and knowledge of budgeting; skilled in computer spreadsheet applications
7. Such alternatives to the above qualifications as the Superintendent may find appropriate

REPORTS TO:

Director of Pre-K and Elementary Teaching and Learning
Director of Secondary Teaching and Learning

JOB GOAL:

To provide leadership and coordination in planning, developing, and delivering grant funded programs that meet the needs of targeted populations being served and align with district, state, and federal education goals

*JOB DESCRIPTION – COORDINATOR OF STATE AND
FEDERAL PROGRAMS – Page 2*

PERFORMANCE RESPONSIBILITIES:

1. Collaborates with district, community, regional and other stakeholders as appropriate on Federal, State and private foundation grant application activities for grants that will support and forward the vision and mission of Charlotte County Public Schools grant activities.
2. Attends meetings and conferences, upon directors' approval, to remain current on federal ESEA regulations and state rules pertaining to that legislation; shares information regarding any changes to legislation and rules within Charlotte County Public Schools, and to other stakeholders as appropriate.
3. Facilitates all aspects of the grant writing, administration, documentation collection and monitoring, program reporting, and fiscal oversight of Title I programs (including school improvement, AYP sanctions and other sub-category grants of Title I).
4. In collaboration with the program directors, facilitates the grant writing, documentation collection and monitoring, reporting and evaluation, and budget management for Title II Part A and Title III Part A and Title III Immigrant grants. Supports the directors of those programs as requested in other aspects of program implementation and management.
5. Works closely with Finance on all aspects of fiscal management of the grants for which the Coordinator is responsible; collaborates with other grant and LEA programs to maximize the benefit of the grants in support of the LEA's vision and mission.
6. Collaborates with the district and CCPS Partnership and Performance Council and other CCPS designees, in the application, administration, documentation collection and monitoring, and non-fiscal reporting processes of the CCPS Race to the Top grant program. Collaborates with Finance Department on fiscal issues of RTTT.
7. Facilitates collaboration among all federal grant programs by holding meetings with the directors of those programs at least three times per year.

*JOB DESCRIPTION – COORDINATOR OF STATE AND
FEDERAL PROGRAMS – Page 3*

8. Provides professional development activities or works directly with the parties involved to ensure that district staff, principals and instructional staff are informed and up to date regarding Federal/State foundation grant administration that pertains to their responsibilities.
9. Informs, interprets and recommends to Directors of Elementary and Secondary Learning, and the Executive Director of Learning, current and impending federal legislation.
10. Provides input to the Directors of Elementary and Secondary Learning, and the Executive Director of Learning, in planning wise utilization of funds available to the district/schools through various federal, state or private grant programs.
11. Coordinates and recommends requests from district/school personnel for projects and programs requiring federal/state monies.
12. Performs all other duties that may be assigned by the Director of Elementary Learning and Director of Secondary Learning.

SCHOOL BOARD APPROVED 05/17/2011

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

**COORDINATOR OF STUDENT SERVICES, TECHNOLOGY
AND SERVICE PROGRAMS
CHARLOTTE TECHNICAL CENTER
73014
Pay Grade A3**

QUALIFICATIONS:

1. Holds a Master's degree from an accredited institution.
2. Holds Florida certification in one of the following areas: Vocational Administration (preferred), School Principal, Administration and Supervision or related Master's Degree
3. Has a minimum five (5) years of teaching experience and a minimum of three years of occupational experience.
4. Has supervisory experience preferred.
5. Has experience in workforce education and Title IV program administration.
6. Holds evidence of Level III district technology skills (Charlotte County Plan).
7. Such alternatives to the above qualifications as the Superintendent may find appropriate.

REPORTS TO:

Director of Charlotte Technical Center

JOB GOAL:

To use leadership, supervisory, and administrative job skills and knowledge of curriculum so as to deliver high quality career and technical education. This includes programs for high school and adult students with an emphasis on special student services for post-secondary students.

SPECIFIC PERFORMANCE RESPONSIBILITIES:

1. Direct all Student Personnel Services; i.e. admissions, orientation, and student records.

***JOB DESCRIPTION – COORDINATOR OF STUDENT SERVICES,
TECHNOLOGY AND SERVICE PROGRAMS – CHARLOTTE TECHNICAL
CENTER – Page 2***

2. Manage financial aid with special emphasis on Title IV programs – PELL, SEOG, and CWS.
3. Oversee preparation of specialized compliance reports to a variety of workforce and accreditation agencies.
4. Manage Workforce Development Information System (WDIS) reporting.
5. Write modified curriculums for adults with special needs.
6. Coordinate follow up and placement data collection and reporting.
7. Manage post-secondary tuition billing, delinquent account collection, and coordination with sponsoring agencies.
8. Direct the New Educator Training program for beginning teachers.
9. Coordinate with the Center Director in the overall administration of the school with day-to-day responsibility for: Business and Office Technology, Electronics, Drafting, and Cosmetology programs.
10. Coordinate supplies, textbooks, and equipment, conducting inventory, and maintaining records for Business and Office Technology, Electronics, Drafting and Cosmetology programs.

GENERAL PERFORMANCE RESPONSIBILITIES:

1. Clearly and consistently articulates the school mission to various audiences and stakeholders.
2. Establishes a school culture that is open, optimizes teaching and learning; and capitalizes on students' strengths, needs, and interests.
3. Sets a climate of high expectations to ensure all students attain mastery of essential knowledge and skills.
4. Serves with parent, faculty, and student groups as requested in advancing educational and related activities and objectives.
5. Provides students a safe and orderly environment in which to learn.

***JOB DESCRIPTION – COORDINATOR OF STUDENT SERVICES,
TECHNOLOGY AND SERVICE PROGRAMS – CHARLOTTE
TECHNICAL CENTER – Page 3***

6. Participates in staff selection.
7. Provides and participates in staff development opportunities which promote the mission, goals, and objectives of the school, and can be measured by the impact on staff and school improvement results.
8. Evaluates staff according to district appraisal procedures.
9. Works to build educational partnerships with businesses, the community, and other appropriate individuals, groups, and agencies.
10. Communicates consistently and effectively, both orally and in writing, with all stakeholders.
11. Works with the Director of Charlotte Technical Center and staff in compiling the annual budget.
12. Ensures compliance with local, state, and federal statutes, rules and regulations.
13. Coordinate activities of Technical Advisory Committees to relevant programs.
14. Serve on local, regional, and state committees that relate to workforce education.
15. Serves as interim Center Director in the absence of the Center Director.
16. Assists in maintaining discipline throughout the student body and deals with special cases as necessary.
17. Develop distance-learning curriculum to enhance post-secondary workforce programs.
18. Designs business and industry training continuous workforce programs, in response to local workforce needs.
19. Performs such other tasks and assumes other responsibilities as the Center Director of Charlotte Technical Center assigns.

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

**COORDINATOR OF THE ACADEMY @
CHARLOTTE TECHNICAL CENTER
73011
Pay Grade A4**

QUALIFICATIONS:

1. Master's degree from an accredited institution.
2. Holds or is eligible for a Florida certificate in Educational Leadership, School Principal, or Administration and Supervision.
3. Has five (5) years of teaching experience at the secondary level.
4. Prior administrative experience preferred.
5. Experience working with at-risk students preferred.
6. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

REPORTS TO:

Assistant Superintendent of Learning and Director of Charlotte Technical Center

JOB GOAL:

To use leadership, administrative, and communication skills to promote the educational development and well-being of at-risk students.

PERFORMANCE RESPONSIBILITIES:

1. Sets a climate of high expectations to ensure all students attain mastery of essential knowledge and skills.
2. Establishes a school culture that is open, optimizes teaching and learning; and capitalizes on students' strengths, needs, and interests.

***JOB DESCRIPTION - COORDINATOR OF THE ACADEMY @ CHARLOTTE
TECHNICAL CENTER - Page 2***

3. Provides leadership for the instructional programs and management of the school's day-to-day operations.
4. Provides students a safe and orderly environment in which to learn.
5. Measures academic progress frequently using a variety of assessment procedures including the FCAT, Florida Writes!, and HSCT to evaluate and improve student performance.
6. Uses accepted accountability practices to inform students, parents, and other appropriate individuals of school improvement efforts.
8. Evaluates staff according to district appraisal procedures.
9. Collaborates with building level staff and county office administrators in writing, implementing, and monitoring the school-based student learning plan.
10. Works with the Director of Charlotte Technical Center and staff in compiling the annual budget.
11. Attends meetings and works with the Alternative Education Advisory Committee on program development and implementation.
12. Communicates consistently and effectively, both orally and in writing, with all stakeholders.
13. Provides and participates in staff development opportunities which promote the mission, goals, and objectives of the school, and can be measured by the impact on staff and school improvement results.
14. Uses a variety of programs and activities to improve home/school relations and promote harmonious interaction among all stakeholders.
15. Works to build educational partnerships with businesses, the community, and other appropriate individuals, groups, and agencies.
16. Ensures compliance with local, state, and federal statutes, rules and regulations.
17. Performs such other tasks and assumes such other responsibilities as the Director of the Technical Center may assign.

SCHOOL BOARD APPROVED 02/14/2006

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

DIRECTOR OF CAREER & TECHNICAL LEARNING

63019

Pay Grade A7

QUALIFICATIONS:

1. Florida certification in Educational Leadership or equivalent.
2. Master's degree with emphasis in Career, Technical, or Vocational Education.
3. A minimum of five (5) years of educational leadership experience in technical and/or career education.
4. Experience in secondary education.
5. Such alternatives to the above qualifications as the Superintendent may find appropriate.

REPORTS TO:

Assistant Superintendent for Learning

JOB GOAL:

To promote the educational development of all students through technical and career programs and assist the Assistant Superintendent for Learning in the development of elementary, middle and high school career /technical education.

PERFORMANCE RESPONSIBILITIES:

1. Prepares applications for federal, state, and regional vocational, technical, career funds and performance/accountability reports.
2. Oversees expenditures and program compliance of federal, regional, and state-funded career /technical programs.

***JOB DESCRIPTION - DIRECTOR OF CAREER & TECHNICAL LEARNING -
Page 2***

3. Develops and monitors a system for the orderly planning, replacement, repair, and maintenance of career /technical educational equipment, curriculum materials, and facilities.
4. Develops a systematic approach for replacing equipment in all career /technical programs.
5. Designs and implements professional development components for career /technical teachers.
6. Facilitates the work of career /technical education curriculum and lay advisory committees.
7. Works with career /technical teachers individually and departmentally to assist in program development, improvement, and review.
8. Develops an orderly system for, and monitors the reporting of, all career /technical FTEs by school and program area.
9. Coordinates the use of needs assessment data to determine labor market demand for career /technical programs.
10. Serves as the contact liaison with the Department of Education regarding career /technical education.
11. Monitors the evaluation and follow-up of career /technical program completers.
12. Facilitates communication among occupational specialists regarding career /technical I programs.
13. Recommends, develops, and implements new programs, procedures, and curriculum for career /technical education.
14. Promotes cooperative efforts between schools and community, public agencies, business, and industry.
15. Assists the Assistant Superintendent for Learning to develop, implement, and administer programs, curriculum, and policies and procedures for middle and high schools.
16. Coordinates dual enrollment between Edison Community College, Charlotte Technical Center, and the high schools.

***JOB DESCRIPTION -DIRECTOR OF CAREER & TECHNICAL LEARNING –
Page 3***

17. Assists with secondary assistant principals meetings.
18. Assists with the preparation and administration of budgets for grades 1-12.
19. Assists with the coordination, selection, and distribution of instructional materials for grades 1-12.
20. Coordinates and supervises all Department of Juvenile Justice activities.
21. Performs other functions as assigned by the Assistant Superintendent for Learning.

SCHOOL BOARD APPROVED 02/14/2006

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

DIRECTOR OF CHARLOTTE TECHNICAL CENTER

73007

Pay Grade A8

QUALIFICATIONS:

1. Holds a Master's degree or higher.
2. State certification as a vocational director.
3. Minimum of (three) 3 years of successful vocational teaching experience.
4. Prefer five (5) years as an assistant or director experience at a Career and Technical Center.
5. Educational Leadership certification desirable.
6. Experience in Workforce Education.
7. Proven ability to work with Business industry and the professions.
8. Such alternatives to the above qualifications as the Charlotte Technical Center board may find appropriate and acceptable.

REPORTS TO:

Superintendent

JOB GOAL:

To use leadership, supervisory and administrative skills to promote the educational development of all students in secondary and post-secondary career and technical programs and adult education. To support administrative functions of the Academy @ CTC.

SPECIFIC PERFORMANCE RESPONSIBILITIES:

1. Maintains current knowledge of all rules and regulations affecting workforce education.

JOB DESCRIPTION - DIRECTOR CHARLOTTE TECHNICAL CENTER – Page 2

2. Assumes responsibility for the implementation and observance of all Board Policies and regulations by the school's staff and students.
3. Supervises school professional, paraprofessional, administrative, and non-professional personnel.
4. Assists in recruiting, screening, hiring, training, assigning, and evaluation of school professional staff.
5. Assumes responsibility for the safety and administration of the school plant.
6. Delegates authority to appropriate personnel to assume responsibility for the school in the absence of the Center Director.
7. Budgets school time to provide for the efficient conduct of school instruction and business.
8. Plans and supervises fire drills and emergency preparedness programs.
9. Maintains high standards of student conduct and enforces discipline, according due process rights to the rights of students.
10. Asserts leadership in times of civil disobedience in school in accordance with established School Board policy.
11. Assists in the in-service orientation and training of teachers, with special responsibility for staff administrative procedures and instructions.
12. Supervises the preparation of school reports for the district office.
13. Assumes responsibility for the attendance, conduct, and health of students.
14. Assists in the management and preparation of the school budget.
15. Works with teachers individually and departmentally to assist in program development and improvement.
16. Recommends the removal of a teacher whose work is unsatisfactory, according to established procedures.
17. Conducts meetings of the staff for the proper functioning of the school.

JOB DESCRIPTION - DIRECTOR CHARLOTTE TECHNICAL CENTER – Page 3

18. Prepares applications for federal, state and private foundation funds as they relate to Charlotte Technical Center and Adult Learning Center.
19. Oversees expenditures and program compliance of federally funded vocational programs.
20. Reviews all technical programs for compliance with Florida laws.
21. Assists in the development and planning of facilities.
22. Monitors placement, follow-up, and licensure results of all program completers and leavers with skills.
23. Conducts needs assessment to determine labor market demand for emerging technical programs.
24. Monitors the reporting of all Workforce Development Education Funds and information.
25. Assumes the responsibility for maintaining equipment to current industry standards.
26. Develops maintenance agreements for servicing select technical equipment such as blueprint machines, network hardware, etc.
27. Assumes the responsibility for equipment inventory control.
28. Develops a systematic approach to replacing education equipment.
29. Attends meetings and works with Alternative Education Advisory Committee on program development and implementation.
30. Participate in regional planning and economic development initiatives.
31. Coordinates training activities with new existing industry and business.
32. Works with and assists technical advisory committees.
33. Encourages and promotes community scholarship donations.
34. Appointed as Chief Examiner for GED.
35. Performs other duties as assigned by the Superintendent.

SCHOOL BOARD APPROVED 02/14/2006

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

DIRECTOR OF ELEMENTARY TEACHING AND LEARNING

63016

Pay Grade A7

QUALIFICATIONS:

1. Meets Florida certification requirements in Administration, Administration and Supervision, or Educational Leadership
2. Master's degree required
3. Elementary school principal experience
4. Such alternatives to the above qualifications as the Superintendent may find appropriate

REPORTS TO:

Assistant Superintendent for Learning

JOB GOAL:

To provide leadership in the educational development of all Pre-K-5 students through the coordination of Pre-K-5 instructional services and to establish student learning as the primary priority of Pre-K-5 programs

PERFORMANCE RESPONSIBILITIES:

1. Directs coordination of district Pre-K-5 instructional programs.
2. Assists with the implementation of district-approved goals.
3. Coordinates the selection and distribution of Pre-K-5 instructional materials.
4. Assists with the development and implementation of the District Strategic Plan.
5. Collaborates with elementary schools in planning and implementing Student Learning Plans.
6. Coordinates goal setting and participates in the Performance Appraisal System for principals of Pre-K-5.

***JOB DESCRIPTION - DIRECTOR OF ELEMENTARY TEACHING AND
LEARNING - Page 2***

7. Assists in monitoring the Pre-K-5 section of the district Pupil Progression Plan.
8. Monitors Pre-K-5 budgets.
9. Directs the district wide articulation process Pre-K-5.
10. Coordinates and monitors elementary school-based prevention/intervention plans.
11. Coordinates leadership activities for Pre-K-5 principals, assistant principals, and elementary resource teachers.
12. Collaborates with the curriculum and instruction specialists and district administrators to deliver services to teachers and students.
13. Assists the Director of Professional Development Academy in planning, developing, implementing, and evaluating training programs to meet the professional development needs of Pre-K-5 teachers, instructional support staff, and leadership staff.
14. Interprets the curriculum and its philosophy to the leadership staff, the staff, and the general public.
15. Assists in the development of educational specifications for new construction and additions and renovations.
16. Serves as liaison between schools and other agencies on projects of a community nature that are expected to involve Pre-K-5 curriculum and instruction.
17. Coordinates with the Director of Middle and High School Learning in planning, developing, implementing, and evaluating the district wide ESOL program for the Limited English Proficient students.
18. Coordinates with the Director of Technical and Vocational Learning the integration of alternative education programs at the elementary level.
19. Attends School Board meetings and prepares reports and presentations as needed.
20. Reports regularly to the Superintendent on any developments or situations within the district requiring the Superintendent's awareness or action.

***JOB DESCRIPTION - DIRECTOR OF ELEMENTARY TEACHING AND
LEARNING - Page 3***

21. Performs other duties as assigned by the Assistant Superintendent for Learning.

SCHOOL BOARD APPROVED 02/14/2006

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION
DIRECTOR OF EXCEPTIONAL STUDENT EDUCATION
63020
Pay Grade A7

QUALIFICATIONS:

13. Master's degree or equivalent
14. Meets Florida certification requirements in Administration and Supervision or Educational Leadership
15. Minimum of five (5) years teaching and administrative experience
16. Such alternatives to the above qualifications as the Superintendent may find appropriate

REPORTS TO:

Assistant Superintendent for Learning

JOB GOAL:

To use leadership, supervisory, and administrative skills to promote and support the educational development of students with special learning needs

PERFORMANCE RESPONSIBILITIES:

1. Ensures adherence to federal and state regulations regarding the provision of services to students with disabilities.
2. Develops procedures and criteria for exceptional student programs.
3. Monitors student eligibility for exceptional student education programs.
4. Supervises and evaluates the Exceptional Student Education personnel, including the Coordinator of Exceptional Student Education

***JOB DESCRIPTION – DIRECTOR OF EXCEPTIONAL STUDENT EDUCATION –
Page 2***

5. Develops and provides for Exceptional Student Education programs, facilities, curricula, learning activities, materials and supplies, support services, and teaching practices.
6. Directs, supports and monitors school specific Adequate Yearly Progress Plans.
7. Analyzes student assessment information for program improvement initiatives.
8. Supervises specially designed curriculum and instruction programs consistent with State Statutes and Board Policies.
9. Recommends policies and programs essential to the needs of exceptional students.
10. Informs parents of students' recommended educational placement and due process rights, and coordinates legal services with the School Board and exceptional student education attorneys.
11. Informs the school principal of student eligibility for exceptional student programs.
12. Develops procedures for maintenance of individual educational records of students enrolled in exceptional student programs.
13. Monitors staffing, Individual Education Plans (IEP), Annual IEP Reviews, and reassignment staffings.
14. Monitors the implementation of state requirements and initiatives, i.e. McKay Scholarships, Medicaid Outreach, etc.
15. Submits, administers, and evaluates federal grants for exceptional student education programs.
16. Develops and provides for exceptional student education programs, facilities, curricula, learning activities, materials and supplies, support services, and teaching practices.
17. Assists in developing plans for physical plant facilities and makes recommendations for design, furnishings, and equipment space for exceptional students.
18. Assists in developing the District Strategic Plan and supervises the implementation within Exceptional Student Education Task Force.

***JOB DESCRIPTION – DIRECTOR OF EXCEPTIONAL STUDENT EDUCATION –
Page 3***

19. Recommends policies and programs essential to the needs of exceptional students.
20. Develops and monitors contractual arrangements with other school districts for multi-county exceptional student programs.
21. Develops contractual agreements with therapist(s), mental health and PK consultants.
22. Supervises Florida Diagnostic Learning Resources Systems (FDLRS) personnel for the provision of professional development and Child Find activities.
23. Serves on district and community boards and committees which provide services for regular and exceptional students.
24. Prepares and administers departmental budget, including materials and equipment.
25. Coordinates FTE and Handicapped counts for Exceptional Student Education programs.
26. Assists in the allocation of Exceptional Student Education staff and in monitoring the district staffing formula.
27. Acquires and coordinates supplementary materials, curricula and services for regular and exceptional students and staff.
28. Assists in the recruitment, selection, and placement of instructional staff and support services staff for Exceptional Student Education.
29. Attends School Board meetings and prepares reports and presentations as required.
30. Assigns Exceptional Student Education personnel to the Suspension/Expulsion Review Team and monitors the impact of recommendations on students with disabilities.
31. Reports regularly to the Superintendent on any developments or situations with the district requiring the Superintendent's awareness or action.
32. Performs other functions as may be assigned by the Assistant Superintendent for Learning.

SCHOOL BOARD APPROVED 02/14/2006

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

DIRECTOR OF FINANCE

75017

Pay Grade A7

QUALIFICATIONS:

1. Bachelor's degree in accounting, finance, or business, Certified Public Accountant Certificate or a master's degree in business administration
2. Minimum of five (5) years experience in governmental budgeting
3. An understanding of business affairs functions
4. Such alternatives to the above qualifications as the Superintendent may find appropriate

REPORTS TO:

Chief Financial Officer

JOB GOAL:

Ensure the accurate preparation, recording and disbursement of all accounting, payroll and budgetary transactions in an efficient and timely manner.

To assist the Chief Financial Officer in the development of short-term and long-range budgets for the district; to recommend and implement effective budget controls; to analyze financial data to help the school district determine how best to meet future needs.

PERFORMANCE RESPONSIBILITIES:

1. Ensures that federal, state, and local financial reports are completed in an accurate and timely manner.
2. Responsible for the preparation of the Annual Financial Report.

JOB DESCRIPTION – DIRECTOR OF FINANCE – Page 2

3. Coordinates the accounting, payroll, accounts payable, accounts receivable, and cash management functions of the district.
4. Provide assistance and guidance to administrators pertaining to district financial matters.
5. Makes recommendations as to the necessity and appropriateness of financing transactions.
6. Acts as the district's liaison with financial auditors at the direction of the Chief Financial Officer.
7. Reports impending negative budget impacts or potential impacts directly to the Chief Financial Officer.
8. Conducts studies relating to efficiency and economy in the allocation of human and material resources.
9. Assists the Chief Financial Officer with the preparation of the district budget.
10. Collaborates with the Chief Financial Officer on school district Investments.
11. Attends School Board meetings and prepares reports and presentations as needed.
12. Reports regularly to the Chief Financial Officer any developments or situations within the district requiring the Superintendent's awareness.
13. Assumes responsibility for any special programs assigned by the Chief Financial Officer.
14. Supervises Finance Department Staff.
15. Performs other job-related functions as may be assigned by the Chief Financial Officer.

SCHOOL BOARD APPROVED 04/24/12

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

DIRECTOR OF FOOD SERVICE

76005

Pay Grade A7

QUALIFICATIONS:

1. Master's degree required. SBE Regulation (6A-7.45.4(2))
2. Department of Education certification in Food Service with practical experience in an internship program approved by the American Dietetic Association or Department of Education Certification with not less than three (3) years of verified successful school food service or related experience.
3. Specialization requirements of six semester hours in food and nutrition and nine semester hours in institution administration to include at least one course in three of the following areas: Accounting or food cost control, institution plant layout and equipment, institution food purchasing, quantity cookery, personnel management, business management, institution organization and administration. SBE Regulation (6A-4-30).
4. Such alternatives to the above qualifications as the Superintendent may find appropriate.

REPORTS TO:

Assistant Superintendent for District Support Services

JOB GOAL:

To provide every school child with meals that are nutritionally adequate and of high quality served in an atmosphere of cleanliness, cheerfulness, and personal caring. To assist the instructional staff by providing nutrition education activities for students.

PERFORMANCE RESPONSIBILITIES:

1. Plans and checks menus for school meals and services.

JOB DESCRIPTION - DIRECTOR OF FOOD SERVICE - Page 2

2. Informs the public, through the local press, of planned lunch and breakfast and informs public on all aspects of the National School Lunch and Breakfast Programs.
3. Writes specifications for bids for equipment, food and supplies.
4. Purchases and maintains an inventory of foods, supplies, and equipment.
5. Confers with distributors, brokers, and factory representatives on available products.
6. Checks invoices and purchase orders for accuracy before presenting them to the finance department for payment.
7. Plans disposition of government commodities according to USDA regulations.
8. Develops fiscal year calendar for menu cycles, orders, and deliveries.
9. Visits school restaurants, assuring that high standards of health and safety are maintained. Coordinates audit of each restaurant by February 1 of each year that recommends improvements in operations.
10. Interviews and recommends food service employees.
11. Provides a list of county-wide substitutes.
12. Provides inservice programs for staff development.
13. Reviews and signs school food service personnel payrolls.
14. Provides for annual evaluation of food service personnel.
15. Coordinates free and reduced price meals and policies between schools and State Department of Education.
16. Cooperates with faculty and food service managers to implement nutrition education projects.
17. Initiates activities to stimulate interest and increased participation in the school food service program.
18. Submits cash reports in a timely manner to Finance Department.

JOB DESCRIPTION - DIRECTOR OF FOOD SERVICE - Page 3

19. Reviews monthly and annual financial, inventory, and participation reports.
20. Completes yearly feedback reports by school to show complete cost of lunches by food, non-food, and labor.
21. Produces monthly and yearly participation by eligibility of meals served.
22. Requests government reimbursements including commodity rebates.
23. Recommends food service department budget by school and participates in the administration of the budget.
24. Recommends plant layout and equipment in the construction of new facilities and additions/renovations.
25. Develops and builds working relationship with community leaders and organizations.
26. Attends School Board meetings and prepares reports and presentations as needed.
27. Reports regularly to the Superintendent on any developments or situations within the district requiring the Superintendent's awareness.
28. Performs other functions as assigned by the Assistant Superintendent for District Support Services.

SCHOOL BOARD APPROVED 02/14/2006

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

DIRECTOR OF HUMAN RESOURCES

77322

Pay Grade A7

QUALIFICATIONS:

1. Five (5) years experience in school district personnel administration and/or meets Florida certification requirements in Administration and Supervision or Educational Leadership.
2. Master's degree or equivalent required.
3. Five (5) years school and/or district level administrative experience.
4. Demonstrated verbal and written communication skills.
5. Such alternatives to the above qualifications as the Superintendent may find appropriate.

REPORTS TO:

Assistant Superintendent for Human Resources and Employee Relationships

JOB GOAL:

To provide leadership in planning, coordinating, and supervising the operation of Human Resources in such a way as to enhance and promote the overall efficiency of the school system.

PERFORMANCE RESPONSIBILITIES:

1. Coordinates programs for the screening, selection and assignment of qualified personnel.
2. Coordinates the employment process for new personnel.
3. Assists the Director of Professional Development Academy in the design and implementation of staff training programs.

JOB DESCRIPTION - DIRECTOR OF HUMAN RESOURCES - Page 2

4. Maintains appropriate records of personnel.
5. Monitors the non-instructional substitute processes.
6. Plans and coordinates the substitute teacher program.
7. Prepares and distributes recruiting materials and coordinates recruitment activities with an emphasis on critical shortage area teachers.
8. Cooperates with college and university placement programs.
9. Serves as a resource for employees and administers programs and procedures for retirement and unemployment claims.
10. Establishes and monitors a position control system.
11. Supervises the evaluation of all assigned Human Resources Department staff.
12. Monitors the certification status of instructional and administrative employees.
13. Monitors out-of-field staff and oversees the process for notifying and providing guidance to staff members involved.
14. Supervises and monitors the fingerprinting reporting process from the Florida Department of Law Enforcement and the F.B.I. as well as oversees the internal process for reviewing negative fingerprint and drug testing results.
15. Provides career and retirement counseling service for employees.
16. Reports periodically to the Assistant Superintendent for Human Resources and Employee Relationships the problems, conditions and needs of Human Resources.
17. Reports regularly to the Assistant Superintendent for Human Resources and Employee Relationships on any developments or situations within the district requiring awareness or action.
18. Counsels and advises applicants as well as probationary and permanent personnel.
19. Assists in wage, salary, and benefit administration.

JOB DESCRIPTION - DIRECTOR OF HUMAN RESOURCES - Page 3

20. Attends School Board meetings and prepares reports and presentations as required.
21. Performs such other tasks and assumes such other responsibilities as assigned by the Assistant Superintendent for Human Resources and Employee Relationships.

SCHOOL BOARD APPROVED 02/14/2006

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

DIRECTOR OF INFORMATION & COMMUNICATION SYSTEMS

77205

Pay Grade A7

QUALIFICATIONS:

1. Master's degree or high in Education with Florida Certification
2. Three (3) years prior experience in computer programming or as systems analyst with managerial responsibilities
3. Understanding of SQL, Microsoft Access Data Base, Visual Basic, Informix, and UNIX operating system
4. Such alternatives to the above qualifications as the Superintendent may find appropriate

REPORTS TO:

Assistant Superintendent for Human Resources and Employee Relationships

JOB GOAL:

To help the district utilize information processing to increase effectiveness and reduce costs for the ultimate benefit of the educational program

PERFORMANCE RESPONSIBILITIES:

1. Performs systems analysis on all systems.
2. Implements new software improvements.
3. Writes and provides processing procedures and training for users.
4. Reviews and initials software documentation.
5. Directs system security and backup.

***JOB DESCRIPTION – DIRECTOR OF INFORMATION & COMMUNICATION
SYSTEMS - Page 2***

6. Directs and assists in the regular evaluation of the district's use of information processing and recommends alterations and expansion.
7. Assists in the evaluation and makes recommendations regarding the purchase or leasing of Information and Communication System computer and peripheral equipment.
8. Provides consultant services to departments/schools for wide area data applications.
9. Institute inservice programs to keep personnel informed as to applications and developments in the field of electronic data processing in education.
10. Recommends the employment of data processing staff and provides training, supervision, and evaluation.
11. Writes and recommends plans and budgets for the data processing activity.
12. Writes, recommends, and supervises the district's records retention program.
13. Cooperates with those in similar positions in other districts to investigate and implement feasible data processing programs on a multi-district basis.
14. Analyzes requests, determines costs, and makes recommendations for new and improved data processing applications.
15. Directs the development and applications necessary to adhere to the Department of Education plan for implementing the statewide comprehensive management information system.
16. Reports regularly to the Superintendent any developments or situations within the district requiring the Superintendent's awareness.
17. Performs such other duties as assigned by the Assistant Superintendent for Human Resources and Employee Relationships.

SCHOOL BOARD APPROVED 02/14/2006

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

DIRECTOR OF LEARNING THROUGH TECHNOLOGY

63005

Pay Grade A7

QUALIFICATIONS:

1. Master's degree with an emphasis in instruction and/or technology.
2. Knowledge of state and national technology initiatives.
3. Knowledge in curriculum and technology curriculum integration.
4. Such alternatives to the above qualifications as the Superintendent may find appropriate.

REPORTS TO:

Assistant Superintendent for Learning

JOB GOAL:

To help teachers and administrators translate the curriculum goals and objectives of their Student Learning Plan, and facilitate the integration of technology into the school's instructional programs and procedures to support learning and achieve maximum student performance.

PERFORMANCE RESPONSIBILITIES:

1. Coordinates and completes the implementation of the District Technology Plan.
2. Facilitates the integration of technology as outlined in Student Learning Plans.
3. Coordinates instructional computer activities, including strategic planning, budget development and management, and resource allocation.
4. Coordinates and chairs the District Council on Learning and Technology.
5. Designs and provides staff development models for training all instructional personnel in the effective areas of technology for learning.

***JOB DESCRIPTION - DIRECTOR OF LEARNING THROUGH TECHNOLOGY -
Page 2***

6. Coordinates and conducts on-site teacher training projects and inservice to schools.
7. Provides technical guidance to the district's instructional coordinators and specialists on technology issues dealing with curriculum, instruction, and assessment.
8. Provides curriculum software installation directives for school-based technology.
9. Keeps apprised of developing technologies, and uses this knowledge to keep the district at the forefront of technology utilization to enhance student performance.
10. Assists with grant writing projects to help acquire hardware and software for the district.
11. Assists with the technology component of the School to Work Program.
12. Directs school surveys on training needs.
13. Evaluates school technology programs.
14. Maintains effective communication and coordination between the department of Technology Through Learning and other instructional resources.
22. Coordinates the vertical organization and articulation of instructional technology PK-12.
22. Works collaboratively with the Director of Information and Communication Services to provide services to the district that cross the boundaries of the two departments.
22. Attends School Board meetings and prepares reports and presentations as required.
22. Reports regularly to the Assistant Superintendent for Learning on any developments or situations within the district requiring the Assistant Superintendent's awareness.
22. Reports regularly to the Superintendent on any developments or situations within the district requiring the Superintendent's awareness.

***JOB DESCRIPTION - DIRECTOR OF LEARNING THROUGH
TECHNOLOGY - Page 3***

22. Performs other functions as may be assigned by the Assistant Superintendent for Learning.

SCHOOL BOARD APPROVED 02/14/2006

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

DIRECTOR OF MAINTENANCE & OPERATIONS

81005

Pay Grade A7

QUALIFICATIONS:

1. Minimum of five (5) years experience in construction and/or maintenance
2. Bachelor's degree in engineering, architecture or related field
3. Knowledge of construction trades and design
4. Such alternatives to the above qualifications as the Superintendent may find appropriate

REPORTS TO:

Assistant Superintendent for District Support Services

JOB GOAL:

To provide leadership in planning, coordinating, and supervising construction, plant operations, maintenance and energy conservation/emergency preparedness. To provide services to the schools and sites in a safe, courteous and fiscally sound manner.

PERFORMANCE RESPONSIBILITIES:

1. Attends School Board meetings and prepares reports and presentations as required.
2. Assists in the determination of programs needed by the schools and makes appropriate recommendations.
3. Reports on the status of district programs and services.
4. Prepares state reports and claims as required.

JOB DESCRIPTION - DIRECTOR OF MAINTENANCE & OPERATIONS - Page 2

5. Assumes responsibility for budget development and long-range financial planning for the department.
6. Establishes and supervises a program of accounting for materials, equipment, and supplies by departments.
7. Supervises district support services through the managers of construction, plant operations, maintenance and energy conservation/emergency preparedness.
8. Assists in recruiting, hiring, training, supervising, and evaluating support staff personnel for maintenance and plant operations.
9. Works to develop leadership teams in each of the trade areas.
10. Provides inservice programs for staff development,
11. Develops and builds working relationships with community leaders and organizations.
12. Reports regularly to the Superintendent on any developments or situations within the district requiring the Superintendent's awareness.
13. Performs other functions as may be assigned by the Assistant Superintendent for District Support Services.

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

DIRECTOR OF MEDIA & SPECIAL PROJECTS CENTER

62019

Pay Grade A7

QUALIFICATIONS:

1. Master's degree in Information Science or equivalent.
2. Florida certification in Education Leadership or Administration and Supervision.
3. Minimum of five (5) years of successful teaching and administrative experience.
4. Such alternatives to the above qualifications as the Superintendent may find appropriate.

REPORTS TO:

Assistant Superintendent for District Support Services

JOB GOAL:

To use leadership, supervisory and administrative skills to promote the educational development of all students

PERFORMANCE RESPONSIBILITIES:

1. Oversees the district K-12 libraries.
2. Prepares reports to obtain funding and coordinates the expenditures of media-related portion to state and federal funds.
3. Develops and implements standards for library media centers.
4. Represents the district in professional organizations related to instructional media.
5. Serves as a member of the media center construction and renovation design team.

***JOB DESCRIPTION - DIRECTOR OF MEDIA & SPECIAL PROJECTS CENTER -
Page 2***

6. Develops and recommends a departmental budget.
7. Reports to the Superintendent any developments within the district requiring the Superintendent's awareness.
8. Attends School Board meetings and prepares reports and presentations as required.
9. Promotes the use of audiovisual instructional materials throughout the four counties serviced by the Center; Glades, Hendry, DeSoto and Charlotte.
10. Keeps administrators informed of the needs and services relating to the audiovisual programs and microcomputers.
11. Acts as the resource person in matters concerning audiovisual and electronic equipment and materials and their use in the school instructional program.
12. Manages all aspects of the four-county consortium known as the Special Projects Center.
13. Recommends standards for library/media center to consortium districts.
14. Provides consortium members with online services and databases.
15. Organizes the storage and handling of audiovisual materials.
16. Coordinates with Audiovisual Service Specialist the ordering and scheduling of supplemental instructional audiovisual materials for school use in the four counties.
17. Provides facilities and assistance in the production of educational materials.
18. Conducts inservice workshops in the use of audiovisual and electronic materials to promote multimedia instruction for Charlotte County Public Schools and Special Projects Centers.
19. Arranges for the maintenance and repair of equipment.
20. Conducts periodic inventories of equipment and materials.
21. Arranges audiovisual services for outside organizations based on current usage policy.

***JOB DESCRIPTION - DIRECTOR OF MEDIA & SPECIAL PROJECTS CENTER -
Page 3***

22. Performs other functions as assigned by the Assistant Superintendent for District Support Services.

SCHOOL BOARD APPROVED 02/14/2006

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

DIRECTOR OF MIDDLE AND HIGH SCHOOL TEACHING AND LEARNING

63018

Pay Grade A7

QUALIFICATIONS:

1. Meets Florida certification requirements in Administration, Administration and Supervision, or Educational Leadership.
2. Master's degree required.
3. Middle and/or high school principal experience.
4. Such alternatives to the above qualifications as the Superintendent may find appropriate.

REPORTS TO:

Assistant Superintendent for Learning

JOB GOAL:

To provide leadership in the educational development of all 6-12 students through the coordination of secondary instructional services and to establish student learning as the primary priority of 6-12 programs.

PERFORMANCE RESPONSIBILITIES:

1. Directs coordination of district 6-12 instructional programs.
2. Assists with the implementation of district-approved goals.
3. Coordinates the selection and distribution of 6-12 instructional materials.
4. Assists with the development and implementation of the District Strategic Plan.
5. Collaborates with secondary schools in planning and implementing Student Learning Plans.

***JOB DESCRIPTION - DIRECTOR OF MIDDLE AND HIGH SCHOOL TEACHING
AND LEARNING - Page 2***

6. Coordinates goal setting and participates in the Performance Appraisal System for principals of 6-12 schools.
7. Assists in monitoring the 6-12 section of the district Pupil Progression Plan.
8. Monitors 6-12 budgets.
9. Assists in monitoring the 6-12 section of the district Pupil Progression Plan.
10. Monitors 6-12 budgets.
11. Directs the district wide articulation process 6-12.
12. Coordinates and monitors secondary school-based prevention/intervention plans.
13. Coordinates secondary principals and assistant principals.
14. Collaborates with the subject area specialists and district administrators to deliver services to teachers and students.
15. Assists the Director of the Professional Development Academy in planning, developing, implementing, and evaluating training programs to meet the professional development needs of middle and high school teachers, instructional support staff, and leadership staff.
16. Interprets the curriculum and its philosophy to the leadership staff, the staff, and the general public.
17. Assists in the development of educational specifications for new construction and additions and renovations.
18. Serves as liaison between schools and other agencies on projects of a community nature that are expected to involve secondary curriculum and instruction.
19. Coordinates with the Director of Technical and Vocational Learning the integration of vocational programs and alternative education programs in secondary schools.
20. Reviews master scheduling with principals.

***JOB DESCRIPTION - DIRECTOR OF MIDDLE AND HIGH SCHOOL TEACHING
AND LEARNING - Page 3***

21. Coordinates with the Director of Elementary Teaching and Learning in planning, developing, implementing, and evaluating the district wide ESOL program for the Limited English Proficient students.
22. Attends School Board meetings and prepares reports and presentations as needed.
23. Reports regularly to the Superintendent on any developments or situations within the district requiring the Superintendent's awareness or action.
24. Performs other duties as assigned by the Assistant Superintendent for Learning.

SCHOOL BOARD APPROVED 02/14/2006

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

DIRECTOR OF PROFESSIONAL DEVELOPMENT ACADEMY

64005

Pay Grade A7

QUALIFICATIONS:

1. Master's degree required.
2. Meets Florida certification requirements for Administration, Administration and Supervision, or Educational Leadership.
3. Five (5) years experience in school-based or district administration.
4. Demonstrated verbal and written communication skills.
5. Such alternatives to the above qualifications as the Superintendent may find appropriate.

REPORTS TO:

Assistant Superintendent for Learning

JOB GOAL:

To provide leadership in planning, coordinating, and monitoring the district professional development program for all personnel, and to assist with the strategic planning effort district-wide.

PERFORMANCE RESPONSIBILITIES:

1. Coordinates the district Professional Development Academy
2. Develops and implements specific professional development plans and programs.
3. Collaborates with schools, district staff, outside institutions and agencies to make available appropriate professional development opportunities.
4. Provides direction and coordination for the Charlotte County Professional Development Academy advisory committees.

***JOB DESCRIPTION - DIRECTOR OF PROFESSIONAL DEVELOPMENT
ACADEMY - Page 2***

5. Reviews the updates to the district's Master Inservice Plan.
6. Administers the New Educator Training Program.
7. Prepares and administers the professional development budget.
8. Assists school-based leaders in the development of Professional Development Plans.
9. Collaborates with the Director of Human Resources in the development, implementation, and supervision of the Human Resource Development Plan.
10. Assists with the preparation and administration of budgets for grades 6-12.
11. Coordinates the functions of the Professional Development Associates from each division.
12. Plans and implements leadership training programs for current and prospective school and district leaders.
13. Administers the National Board for Professional Teaching Standards application process and the Florida's Dale Hickam Excellent Teaching Program.
14. Performs other functions as assigned by the Assistant Superintendent for Learning.

SCHOOL BOARD APPROVED 02/14/2006

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

DIRECTOR OF PURCHASING

77622

Pay Grade A7

QUALIFICATIONS:

1. Minimum of five (5) years management level experience in purchasing for a school system or government agency.
2. Bachelor's degree, with a major in Business Administration or related field. Master's degree in Business Administration preferred.
3. Such alternatives to the above qualifications as the Superintendent may find appropriate.

REPORTS TO:

Assistant Superintendent for District Support Services

JOB GOAL:

To ensure that the school system derives maximum benefit from the expenditure of budgeted funds for purchases.

PERFORMANCE RESPONSIBILITIES:

1. Directs activities of the purchasing department in accordance with the Florida Statutes, State Board of Education Rules, School Board Rules and Administrative Procedures.
2. Develops purchasing objectives, programs, and procedures for the negotiation and acquisition of materials, equipment, supplies, and services.
3. Initiates the development and operation of automated systems for the functions of purchasing, printing, property records, warehousing and delivery services.

JOB DESCRIPTION - DIRECTOR OF PURCHASING - Page 2

17. Assists in the development of equipment and supply specifications for bids and/or quotations.
5. Maintains public relations and ongoing communications in working with vendors, sales persons, representatives, and district departments.
6. Studies price trends and market conditions and keeps informed of sources of supply and new product developments.
7. Assists in and approves the development of the qualified bidders list within the proper vendor classification.
8. Reviews bid invitations prior to solicitation and establishes bid schedules.
9. Prepares bid documents to accompany bid specifications.
10. Reviews bid returns and tabulations and prepares purchase recommendations for presentation to the Superintendent.
11. Approves purchase orders before encumbrance by the finance department.
12. Maintains file of catalogues and price lists for the use of school principals and department heads to assist them in obtaining the current information on equipment and supplies.
13. Assists in developing plans for physical plant facilities and makes recommendations for furnishings and equipment for new facilities and additions/renovations.
14. Collaborates with schools and departments to maintain inventories.
15. Coordinates the disposal of hazardous materials.
16. Recommends to the Superintendent the sale, cannibalization, and/or destruction of obsolete or unserviceable property no longer usable in the school system and publishes the list for distribution.
17. Serves on committees in connection with the procurement of school equipment, supplies, and services.
18. Supervises the purchasing, printing, property records, warehousing, and delivery services functions of the district.

JOB DESCRIPTION - DIRECTOR OF PURCHASING - Page 3

19. Recommends the employment and provides training, supervision and evaluation of purchasing, printing, property records and warehouse staff.
20. Prepares and administers appropriate budget accounts related to areas of responsibility.
21. Attends School Board meetings and prepares reports and presentations as needed.
22. Reports regularly to the Superintendent on any developments or situations within the district requiring the Superintendent's awareness.
23. Performs other duties as may be assigned by the Assistant Superintendent for District Support Services.

SCHOOL BOARD APPROVED 02/14/2006

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

**DIRECTOR OF STUDENT INTERVENTION AND
DROPOUT PREVENTION SERVICES**

61005

Pay Grade A7

QUALIFICATIONS:

1. Master's Degree or equivalent.
2. Florida Department of Education certification in School Social Work.
3. Minimum of five (5) years experience in social work.
4. Such alternatives to the above qualifications as the Superintendent may find appropriate.

REPORTS TO:

Assistant Superintendent for School Support Services

JOB GOAL:

To supervise the delivery of student intervention and dropout prevention services.

PERFORMANCE RESPONSIBILITIES:

1. Identifies, assesses, and interprets the need for student intervention and dropout prevention services.
2. Supervises school social workers and other personnel assigned to the student intervention/dropout prevention department.
3. Coordinates the social work referral process.

***JOB DESCRIPTION – DIRECTOR OF STUDENT INTERVENTION AND
DROPOUT PREVENTION SERVICES - Page 2***

4. Submits appropriate program plans to the state department of education and monitors dropout prevention programs for completion and compliance and completes and maintains required reports.
5. Ensures reporting of information for appropriate state evaluations and collection of weighted FTE for drop out prevention.
6. Coordinates the SAI categorical funds for the district.
7. Seeks and writes local, state and federal grants which meet the needs of the School Support Division.
8. Coordinates grant funded programs for student intervention and dropout prevention.
9. Prepares the annual budget for student intervention and dropout prevention services.
10. Serves as a liaison between the district and related agencies.
11. Serves as a member of the Suspension/Expulsion Review Team.
12. Assists with the Safe and Drug Free Grant Program
13. Provides guidance, consultation, and training to administrators, teachers, and others involved in the implementation of student intervention and dropout prevention programs.
14. Collaborates with other departments to offer comprehensive, coordinated services to at-risk students and families.
15. Assists in coordination of student risk assessments at the direction of the Director of Student Services.
16. Reviews social work case files quarterly.
17. Serves as liaison between school social workers, administrators and parents.
18. Prepares and maintains records for missing children reports and submits monthly reports to the Department of Education and Law Enforcement.
19. Monitors school-based attendance and truancy procedures.

***JOB DESCRIPTION – DIRECTOR OF STUDENT INTERVENTION AND
DROPOUT PREVENTION SERVICES - Page 3***

20. Disseminates information to school based administrators on Public Education Access for Children of the Homeless.
21. Evaluates social workers and other personnel as assigned.
22. Coordinates Truancy Court in conjunction with the Director of Student Services and local law enforcement agencies.
23. Assists in the coordination of district wide After Care Team (ACT) for critical incidents.
24. Performs other functions as may be assigned by the Assistant Superintendent for School Support Services.

SCHOOL BOARD APPROVED 02/14/2006

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

DIRECTOR OF STUDENT SERVICES

61005

Pay Grade A7

QUALIFICATIONS:

1. Master's degree or equivalent.
2. Florida certification in Guidance, Educational Leadership, or Level II School Principal.
3. Minimum of six (6) years total K-12 school-based or district experience, three of which must have been in a student services or student discipline capacity.
4. Such alternatives to the above qualifications as the Superintendent may find appropriate.

REPORTS TO:

Assistant Superintendent for School Support Services

JOB GOAL:

To administer and supervise comprehensive student services/discipline programs for the school system, including coordination of suspension, expulsion, stipulated agreements, alternative placement, and related training.

PERFORMANCE RESPONSIBILITIES:

1. Supports the development of the district comprehensive student services program.
2. Interprets district student services program to students, staff, parents, and community.
3. Assists in the preparation and monitoring of the student services budget.

JOB DESCRIPTION - DIRECTOR OF STUDENT SERVICES - Page 2

4. Advises student services personnel and district and school leadership personnel regarding student discipline.
5. Monitors school-based discipline.
6. Assists in planning, organizing and evaluating professional development programs for student services personnel and school based leadership personnel.
7. Recommends, supervises, and evaluates assigned district student services personnel.
8. Assists in the recruitment and placement of student services, leadership and discipline personnel.
9. Develops and disseminates information to the public concerning school district discipline programs and alternatives to expulsion.
10. Assumes responsibility for professional development, for keeping current with the literature, new research findings and improved techniques in specialized areas; and for attending appropriate professional meetings.
11. Assists with the regular review and update of the Code of Student Conduct.
12. Represents the district in presenting student expulsion cases to the Hearing Officer or School Board.
13. Chairs the Suspension Expulsion Review Team and selects team members in concert with the Superintendent.
14. Coordinates reassignment process for intradistrict and interdistrict reassignment requests.
15. Coordinates discipline programs with the Director of Intervention and Dropout Prevention Services and other school and district based leadership staff.
16. Assists with the coordination of district conflict resolution and peer mediation programs.
17. Directs student risk assessments

JOB DESCRIPTION - DIRECTOR OF STUDENT SERVICES - Page 3

18. Coordinates Truancy Night Court with the Director of Intervention Services.
19. Responds to parent concerns, questions and appeals regarding discipline issues.
20. Acts as the court liaison and represents the school district in appropriate court proceedings.
21. Serves as the district liaison for issues involving student athletics.
22. Performs other duties as assigned by the Assistant Superintendent for School Support Services.

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

DIRECTOR OF STUDENT TRANSPORTATION

78005

Pay Grade A7

QUALIFICATIONS:

1. Bachelor's degree required.
2. Minimum of five (5) years supervisory experience in transportation, preferably in a school district.
3. Such alternatives to the above qualifications as the Superintendent may find appropriate.

REPORTS TO:

Assistant Superintendent for District Support Services

JOB GOAL:

To provide each student with safe and efficient transportation.

PERFORMANCE RESPONSIBILITIES:

1. Develops and administers a transportation program to meet the requirements of the daily instructional program and extracurricular activities.
2. Prepares bus routes.
3. Prepares and updates bus schedules for transportation personnel and makes recommendations for employment, transfer, promotion and release.
4. Maintains district-owned equipment and develops plans for preventative maintenance.
5. Prepares and administers the transportation budget.

JOB DESCRIPTION - DIRECTOR OF STUDENT TRANSPORTATION - Page 2

6. Prepares transportation payroll.
7. Authorizes purchases in accordance with School Board policy.
8. Maintains safety standards in conformance with state and insurance regulations and develops a program of preventive safety.
9. Cooperates with school personnel in planning special school trips.
10. Assists in solving discipline problems occurring on school buses.
11. Develops recommendations for future equipment and personnel needs based on a survey of resident students, distances and grade levels.
12. Prepares reports and surveys required by the Florida Department of Education.
13. Conforms to state laws and regulations regarding school transportation.
14. Recruits, trains, and supervises transportation personnel, and makes recommendations for employment, transfer, promotion, and release of department personnel.
15. Serves as the liaison to parents for the transportation department.
16. Provides on-going inservice and safety programs for staff development.
17. Develops and builds working relationships with community leaders and organizations.
18. Attends School Board meetings and prepares reports and presentations as needed.
19. Reports regularly to the Superintendent on any developments or situations within the district requiring the Superintendent's awareness.
20. Performs other duties as assigned by the Assistant Superintendent for District Support Services.

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

DISTRICT SECURITY AND EMERGENCY MANAGEMENT SUPERVISOR

61130

Pay Grade A1

QUALIFICATIONS:

1. Recent experience in law enforcement or a related field.
2. Bachelor's degree or higher with emphasis on law enforcement preferred.
3. Florida State Law Enforcement Officer certification.
4. Such alternatives to the above qualifications as the Superintendent may find appropriate.

REPORTS TO:

Assistant Superintendent for School Support Services

JOB GOALS:

To coordinate, direct, and monitor a comprehensive safety and emergency management program designed to ensure a safe and secure environment for students and staff.

PERFORMANCE RESPONSIBILITIES:

1. Assists and advises the Assistant Superintendent for School Support Services of security matters.
2. Conducts internal personnel investigations as assigned by the Assistant Superintendent for Human Resources and Employee Relationships.
3. Assists with employee background checks and coordinates with the Director of Human Resources the fingerprinting of all public school employees.
4. Serves legal papers to employees, parents, and students.

***JOB DESCRIPTION - DISTRICT SECURITY AND EMERGENCY MANAGEMENT
SUPERVISOR - Page 2***

5. Assists administration in the evacuation of students and staff in the event of a bomb threat and works with the appropriate agency in the apprehension of offenders and the deterrence of such threats.
6. Conducts preliminary criminal investigations on crimes that occur on school district property and assists law enforcement in the apprehension and prosecution of offenders.
7. Communicates with the courts and other criminal justice agencies to obtain and verify information.
8. Serves as liaison between the school district and other criminal justice agencies.
9. Assists administration in the acquisition of security equipment for schools and departments.
10. Coordinates drug interdiction operations on public school property.
11. Coordinates security at meetings and school district events as requested.
12. Assists administration in establishing appropriate security procedures for district facilities.
13. Coordinates the Student Crime Stoppers program.
14. Assists administration with enforcing school bus rules.
15. Acts as a liaison for Charlotte County Public School vehicles involved in accidents.
16. Assists the administration with the investigation of the criminal acts of breaking and entering and vandalism.
17. Assists with the collection of bad checks owed to Charlotte County Public Schools.
18. Maintains appropriate records and reports to evaluate school district security services.
19. Serves as the school district supervisor of the School Resource Officer Program.

***JOB DESCRIPTION - DISTRICT SECURITY AND EMERGENCY MANAGEMENT
SUPERVISOR– Page 3***

20. Coordinates special detail assignments for school district activities.
21. Assists in the management of the Serious Habitual Offender Comprehensive Action Program (SHOCAP).
22. Notifies principals of students who have been arrested for felony and violent misdemeanor offenses.
23. Serves on the Suspension Expulsion Review Team (SERT).
24. Assists administration with expulsion hearings.
25. Coordinates the implementation of the School Safety and Security Best Practices review annually.
26. Assists with the coordination of all emergency management policies, procedures, and plans.
27. Provides the Superintendent with critical information regarding the status of the weather in severe storm environments.
28. Coordinates with District Support Services personnel in any emergency situation requiring district deployment of resources.
29. Coordinates school district emergency policies and planning with Charlotte County Emergency Management.
30. Performs other duties as assigned by the Assistant Superintendent for School Support Services or Superintendent.

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

EXECUTIVE DIRECTOR OF LEARNING

63004

Pay Grade A8

QUALIFICATIONS:

1. Master's degree required. Ed.S or doctorate preferred.
2. Meets Florida certification requirements for Administration, Administration and Supervision, or Educational Leadership.
3. Minimum of eight (8) years total K-12 school-based or district experience, five of which must have been in student learning, curriculum development, professional development, and/or measurement/research.
4. Demonstrated verbal and written communication skills.
5. Such alternatives to the above qualifications as the Superintendent may find appropriate.

REPORTS TO:

Deputy Superintendent

JOB GOAL:

To provide leadership and promote student learning through the coordination of district instructional services.

PERFORMANCE RESPONSIBILITIES:

1. Assists the Deputy Superintendent in the leadership of the Learning Division, including the coordination of departmental activities as assigned.
2. Coordinates and supervises the professional development, measurement/research, and school improvement processes.
3. Assists the Deputy Superintendent in the development of goals, strategies, and accountability processes for the Learning Division.
- 4.

JOB DESCRIPTION - EXECUTIVE DIRECTOR OF LEARNING - Page 2

4. Assists the Deputy Superintendent in the coordination and development of the PK-12 Plan to Achieve Student Success! (PASS!), and the Student Success Plan (SSP).
5. Collaborates with schools, district staff, outside institutions and agencies to enhance student learning opportunities and performance.
6. Serves on the Partnership and Performance Council, and coordinates appropriate sub-committees.
7. Assists in the preparation of the Learning Division budget, and provides recommendations for capital and operational priorities to the Deputy Superintendent.
8. Coordinates the district Leadership Development program, including the Principal Certification programs.
9. Coordinates the measurement and research of student performance and program effectiveness, and the communication of resulting data for the improvement of student learning programs.
10. Assists in the coordination and development of federal programs and other grant programs specific to the learning division.
11. Assists the in the development of policies and administrative rule for review by the Deputy Superintendent.
12. Assist the Deputy Superintendent in the execution of district educational philosophy, goals, programs and policies with district leaders, principals, staff, students, and parents.
13. Evaluates staff reporting to the Executive Director of Learning, and assists the Deputy Superintendent in the evaluation of Learning Division staff as requested.
14. Maintains continuous communication between the district office and the schools.
15. Collaborates with Learning Division leaders in the development of programs and plans.

JOB DESCRIPTION - EXECUTIVE DIRECTOR OF LEARNING - Page 3

16. Assists in the coordination of K-12 principals and assistant principals meetings.
17. Assists the Deputy Superintendent with the annual Student Progress Plan review and development process.
18. Assists the Deputy Superintendent and principals in regional accreditation processes.
19. Assists in the supervision of curriculum, instruction, professional development, and measurement/research programs consistent with collective bargaining contracts, school law, Board Policies, and administrative procedures.
20. Serves as a liaison with professional, government, civic, and other community agencies.
21. Attends School Board meetings as requested, and prepares such reports and presentations as required.
22. Reports regularly to the Deputy Superintendent and Superintendent on any developments or situations within the district requiring their awareness or action.
23. Supports the Deputy Superintendent in his/her overall administrative efforts; interprets his/her ideas and decisions to staff and the public; keeps him/her informed of pertinent department developments and events.
24. Serves as district liaison with Florida Department of Education, Florida Gulf Coast University, Edison State College, State College of Florida, and other agencies as requested by the Deputy Superintendent.
25. Assists the Deputy Superintendent in the promotion of a “whole child” focus within and outside the classroom.
26. Coordinate all functions within the Learning Division and with other division leaders to ensure a collegial, effective, and focused leadership team.
27. Performs other functions as assigned by the Assistant Superintendent for Learning.

SCHOOL BOARD APPROVED 10/26/2010

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

**PRINCIPAL OF BAKER PRE-K CENTER/ COORDINATOR OF DISTRICT WIDE
PRE-K PROGRAMS
63107
Pay Grade A5**

QUALIFICATIONS:

1. Holds Florida certification in Educational Leadership
2. Bachelor's degree required, Master's preferred
3. Minimum of three (3) years working as an Assistant Principal or Principal. Experience as an ESE Liaison may be considered for up to one year of the required experience
4. Such alternatives to the above qualifications as the Superintendent may find appropriate

REPORTS TO:

Director of Pre-K and Elementary Teaching and Learning

JOB GOAL:

To provide leadership in planning, developing, and delivering quality Pre-K programs that meet the needs of the targeted populations being served and that align with district, state, and federal educational goals

PERFORMANCE RESPONSIBILITIES:

1. Oversees the day-to-day operations of Baker Center Pre-K/VPK programs
2. Supervises all faculty and staff assigned to the Baker Center
3. Supervises the program manager for state and federal Pre-K/VPK programs

***JOB DESCRIPTION - PRINCIPAL OF BAKER PRE-K CENTER/ COORDINATOR
OF DISTRICT WIDE PRE-K PROGRAMS - Page 2***

4. Assumes responsibility for the safety and administration of the school plant
28. Utilizes time and resources to provide quality processes and programs
29. Assumes responsibility for the implementation and observance of all Board Policies and regulations by the school's staff and students
7. Assists in the recruiting, screening, hiring, training, assigning, disciplining, evaluation and recommending termination of school professional staff, according to established procedures
8. Provides leadership in school in accordance with established School Board policy
9. Assumes responsibility for the attendance, conduct, and health of students
10. Supervises the preparation of school reports for the district
11. Conducts meetings of the staff for the proper functioning of the school
12. Facilitates the organization and operations of program advisory councils
13. Assists in planning, delivering and evaluating staff development and other inservice programs, including Child Development Associate credentials
14. Collaborates with other Pre-K programs in the district and community
15. Collaborates with schools and agencies to provide developmentally appropriate programs and to utilize community resources to meet the needs of children and families being served
16. Performs other functions as may be assigned by the Director of Pre-K and Elementary Teaching and Learning

SCHOOL BOARD APPROVED 07/20/2010

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

**PRINCIPAL
(Elementary)
73001
Pay Grade A5**

QUALIFICATIONS:

1. Master's degree required.
2. Holds Florida certification in Educational Leadership, School Principal, or Administration and Supervision (including appropriate grade level coverage for advertised vacancy).
3. Five (5) years of teaching experience.
4. Three (3) years of school administrative experience.
5. Experience as a principal preferred.
6. Such alternatives to the above qualifications as the Superintendent may find appropriate.

REPORTS TO:

Superintendent of Schools

JOB GOAL:

To use leadership, supervisory, and administrative skills to promote the educational development and well-being of each student

PERFORMANCE RESPONSIBILITIES:

1. Supervises the school's educational program.
2. Assumes responsibility for the implementation and observance of all Board Policies and regulations by the school's staff and students.

JOB DESCRIPTION – PRINCIPAL (Elementary) - Page 2

3. Assists in the development, revisions, and evaluation of the curriculum.
4. Supervises school professional, paraprofessional, administrative, and non-professional personnel.
5. Assists in the recruiting, screening, hiring, training, assigning, and evaluation of school professional staff.
6. Assumes responsibility for the safety and administration of the school plant.
7. Delegates authority to appropriate personnel to assume responsibility for the school in the absence of the principal.
8. Budgets school time to provide for the efficient conduct of school instruction and business.
9. Plans and supervises fire drills and emergency preparedness programs.
10. Maintains high standards of student conduct and enforces discipline, according due process rights to the rights students.
11. Asserts leadership in times of civil disobedience in school in accordance with established School Board policy.
12. Supervises and evaluates school extracurricular program.
13. Assists in the inservice orientation and training of teachers, with special responsibility for staff administrative procedures and instructions.
14. Supervises the preparation of school reports for the district office.
15. Assumes responsibility for the attendance, conduct, and health of students.
16. Assists in the management and preparation of the school budget.
17. Supervises the maintenance of accurate records on the progress and attendance of students.
18. Acts as liaison between the school and the community, interpreting activities and policies of the school and encouraging community participation in school life.
19. Recommends the removal of a teacher whose work is unsatisfactory, according to established procedures.

JOB DESCRIPTION - PRINCIPAL (Elementary) - Page 3

20. Conducts meetings of the staff for the proper functioning of the school.
21. Performs other duties as assigned by the Superintendent of Schools.

SCHOOL BOARD APPROVED 02/14/2006

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

**PRINCIPAL
(High School)
73003
Pay Grade A8**

QUALIFICATIONS:

1. Master's degree required.
2. Holds Florida certification in Educational Leadership, School Principal, or Administration and Supervision (including appropriate grade level coverage for advertised vacancy).
3. Five (5) years of teaching experience.
4. Three (3) years of school administrative experience.
5. Experience as a principal preferred.
6. Such alternatives to the above qualifications as the Superintendent may find appropriate.

REPORTS TO:

Superintendent of Schools

JOB GOAL:

To use leadership, supervisory, and administrative skills to promote the educational development and well-being of each student.

PERFORMANCE RESPONSIBILITIES:

1. Supervises the school's educational program.
2. Assumes responsibility for the implementation and observance of all Board Policies and regulations by the school's staff and students.

JOB DESCRIPTION – PRINCIPAL (High School) - Page 2

3. Assists in the development, revisions, and evaluation of the curriculum.
4. Supervises school professional, paraprofessional, administrative, and non-professional personnel.
5. Assists in the recruiting, screening, hiring, training, assigning, and evaluation of school professional staff.
6. Assumes responsibility for the safety and administration of the school plant.
7. Delegates authority to appropriate personnel to assume responsibility for the school in the absence of the principal.
8. Budgets school time to provide for the efficient conduct of school instruction and business.
9. Plans and supervises fire drills and emergency preparedness programs.
10. Maintains high standards of student conduct and enforces discipline, according due process rights to the rights students.
11. Asserts leadership in times of civil disobedience in school in accordance with established School Board policy.
12. Supervises and evaluates school extracurricular program.
13. Assists in the inservice orientation and training of teachers, with special responsibility for staff administrative procedures and instructions.
14. Supervises the preparation of school reports for the district office.
15. Assumes responsibility for the attendance, conduct, and health of students.
16. Assists in the management and preparation of the school budget.
17. Supervises the maintenance of accurate records on the progress and attendance of students.
18. Acts as liaison between the school and the community, interpreting activities and policies of the school and encouraging community participation in school life.

JOB DESCRIPTION – PRINCIPAL (High School) - Page 3

19. Recommends the removal of a teacher whose work is unsatisfactory, according to established procedures.
20. Conducts meetings of the staff for the proper functioning of the school.
21. Performs other duties as assigned by the Superintendent of Schools.

SCHOOL BOARD APPROVED 02/14/2006

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

**PRINCIPAL
(Middle School)
73003
Pay Grade A6**

QUALIFICATIONS:

1. Master's degree required.
2. Holds Florida certification in Educational Leadership, School Principal, or Administration and Supervision (including appropriate grade level coverage for advertised vacancy).
3. Five (5) years of teaching experience.
4. Three (3) years of school administrative experience.
5. Experience as a principal preferred.
6. Such alternatives to the above qualifications as the Superintendent may find appropriate.

REPORTS TO:

Superintendent of Schools

JOB GOAL:

To use leadership, supervisory, and administrative skills to promote the educational development and well-being of each student.

PERFORMANCE RESPONSIBILITIES:

1. Supervises the school's educational program.
2. Assumes responsibility for the implementation and observance of all Board Policies and regulations by the school's staff and students.

JOB DESCRIPTION - PRINCIPAL (Middle School) - Page 2

3. Assists in the development, revisions, and evaluation of the curriculum.
4. Supervises school professional, paraprofessional, administrative, and non-professional personnel.
5. Assists in the recruiting, screening, hiring, training, assigning, and evaluation of school professional staff.
6. Assumes responsibility for the safety and administration of the school plant.
7. Delegates authority to appropriate personnel to assume responsibility for the school in the absence of the principal.
8. Budgets school time to provide for the efficient conduct of school instruction and business.
9. Plans and supervises fire drills and emergency preparedness programs.
10. Maintains high standards of student conduct and enforces discipline, according to due process rights to the rights students.
11. Asserts leadership in times of civil disobedience in school in accordance with established School Board policy.
12. Supervises and evaluates school extracurricular program.
13. Assists in the inservice orientation and training of teachers, with special responsibility for staff administrative procedures and instructions.
14. Supervises the preparation of school reports for the district office.
15. Assumes responsibility for the attendance, conduct, and health of students.
16. Assists in the management and preparation of the school budget.
17. Supervises the maintenance of accurate records on the progress and attendance of students.
18. Acts as liaison between the school and the community, interpreting activities and policies of the school and encouraging community participation in school life.
19. Recommends the removal of a teacher whose work is unsatisfactory, according to established procedures.

JOB DESCRIPTION - PRINCIPAL (Middle School) - Page 3

20. Conducts meetings of the staff for the proper functioning of the school.
21. Performs other duties as assigned by the Superintendent of Schools.

SCHOOL BOARD APPROVED 02/14/2006

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

PRINCIPAL OF CHARLOTTE HARBOR CENTER

73005

Pay Grade A5

QUALIFICATIONS:

1. Master's degree.
2. Florida certification in Educational Leadership, School Principal, or Administration and Supervision.
3. Minimum of five (5) years teaching experience and three (3) years of school administrative experience.
4. Prior experience as a principal or with Exceptional Student Education programs preferred.
5. Such alternatives to the above qualifications as the Superintendent may find appropriate.

REPORTS TO:

Superintendent of Schools

JOB GOAL:

To use leadership, supervisory, and administrative skills to promote the educational development and well-being of each student.

PERFORMANCE RESPONSIBILITIES:

1. Supervises the school educational program.
2. Assumes responsibility for the implementation and observance of Board policies and regulations by school staff and students.
3. Assists in the development, revision, and evaluation of the curriculum.
4. Supervises and evaluates instructional and non- instructional personnel.

JOB DESCRIPTION – PRINCIPAL OF CHARLOTTE HARBOR CENTER – Page 2

5. Assists in recruiting, screening, hiring, training, assigning, and evaluating the school professional staff.
6. Assumes responsibility for the safety and administration of the school plant.
7. Delegates authority to appropriate personnel to assume responsibility for the school in the absence of the principal.
8. Plans and supervises fire drills and an emergency preparedness program.
9. Maintains high standards of student conduct and enforces discipline as necessary, in accordance with due process rights of students.
10. Asserts leadership in times of civil disobedience in school in accordance with established Board policy.
11. Supervises and evaluates school extracurricular programs.
12. Provides staff development opportunities for instructional and non-instructional personnel.
13. Supervises the preparation of school reports for the district office.
14. Assumes responsibility for the attendance, conduct, and health of students.
15. Is responsible for preparation and management of the school budget.
16. Supervises the maintenance of accurate records on student progress, Individual Educational Plans, and attendance.
17. Acts as liaison between the school and community, interpreting activities and policies of the school and encouraging community participation in school life.
18. Represents Charlotte Harbor Center on the Suspension/Expulsion Review Team.
19. Administers regular, special and alternative education at Charlotte Harbor Center.
20. Represents Charlotte Harbor Center on the Exceptional Student Education/Psychological Services Management Team.

JOB DESCRIPTION – PRINCIPAL OF CHARLOTTE HARBOR CENTER – Page 3

21. Performs such other tasks and assumes such other responsibilities assigned by the Superintendent.

SCHOOL BOARD APPROVED 02/14/2006

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION
72000
SUPERINTENDENT OF SCHOOLS

QUALIFICATIONS:

1. Doctorate preferred, master's degree required, earned from an accredited college or university.
2. A minimum of ten years administrative experience in education leadership, with a minimum of five years at the district level in a district with at least 5,000 students (equivalent experience in business will be considered).
3. Knowledge of Florida Statutes as they apply to school districts, including Florida Education Finance Program (FEFP), budgeting, fiscal planning, collective bargaining, Administrative Procedures Act, the Sunshine Law, and federal initiatives including AYP and differentiated accountability.

REPORTS TO:

The School Board of Charlotte County, Florida

JOB GOAL:

To provide strong educational and personal leadership for the school district to achieve our vision through our mission and earn national recognition for our programs and student achievements.

GENERAL PERFORMANCE RESPONSIBILITIES:

1. Adheres to all constitutional or statutory laws, state board rules and school board policies.
2. Performs all duties and responsibilities contained within Florida Statutes.

JOB DESCRIPTION - SUPERINTENDENT OF SCHOOLS - Page 2

GENERAL PERFORMANCE RESPONSIBILITIES continued:

3. Serves as Secretary and Executive Officer of the School Board and will perform all other duties as required by law.

SPECIFIC PERFORMANCE RESPONSIBILITIES:

1. Promotes students achievement and success as the number one district priority.
2. Holds a strong commitment to safe schools and school security.
3. Establishes sound fiscal priorities and budgetary acumen.
4. Implements district strategic plan and holds employees accountable for achievement of plan.
5. Demonstrates a working knowledge of collaborative bargaining and employee relations with a strong emphasis in interest-based problem solving and effective resolution of personnel issues.
6. Demonstrates a working knowledge of Florida school law and state and national assessment and accountability systems and processes.
7. Demonstrates a working knowledge of state and federal legislation and a willingness to work with the legislative delegation and advocate for public education.
8. Recognizes and supports the importance of learning opportunities which address the diverse needs of all students.
9. Demonstrates outstanding interpersonal and communication skills
10. Involves all segments of the community to build support, partnerships, and confidence in public schools.
11. Models 7 Habits of Highly Effective People and supports the goal of all employees being trained in and living the 7 Habits.
12. Demonstrates exemplary personal conduct and models district values.

JOB DESCRIPTION - SUPERINTENDENT OF SCHOOLS - Page 3

SPECIFIC PERFORMANCE RESPONSIBILITIES continued:

13. Participates actively in community organization(s) to better understand the community we serve.
14. Participates in team building with board members.
15. Participates in professional growth/leadership opportunities and encourages the same for all employees.

SCHOOL BOARD APPROVED 03/09/2010

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

SUPERVISOR OF DISTRICT HEALTH SERVICES

61307

Pay Grade A1

QUALIFICATIONS:

1. Holds a valid license to practice as a registered nurse in the state of Florida.
2. Bachelor of Science degree in nursing preferred.
3. Minimum of five (5) years of experience in hospital and/or school and community health nursing, including pediatrics and/or emergency room care.

Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

REPORTS TO:

Assistant Superintendent for School Support Services

JOB GOAL:

To ensure quality programs in student health and wellness and to develop staff wellness programs in cooperation with district health insurance agreements.

PERFORMANCE RESPONSIBILITIES:

1. Assesses, identifies and interprets the health needs of the school population.
2. Supervises school nurses at each school site health center, providing observation and guidance for general procedures, distribution of medication, and documentation.
3. Develops and implements the annual agreement for health services with the Charlotte County Health Department. Supervises school health services provided by the health department and serves as a liaison between the school district and the health department.

JOB DESCRIPTION - SUPERVISOR OF DISTRICT HEALTH SERVICES - Page 2

4. Coordinates interagency agreements for the Children and Families First Program.
5. Develops and maintains community agency partnerships for the Children and Families First Program.
6. Conducts quarterly advisory board meetings.
7. Schedules various programs in conjunction with community agencies at the Children and Families First Site.
8. Organizes health protection programs, such as health screening and immunization, in cooperation with the health department.
9. Assumes responsibilities for health emergencies affecting the educational programs of the school district and plans cooperatively with the health department to handle such emergencies with minimum disruption to educational programs.
10. Interprets state regulations, local health policies, and school board rules pertaining to communicable disease control and general health protection.
11. Prepares and manages budgets required to fund the school nursing program.
12. Serves as representative on appropriate health services committees within the school district and the community.
13. Provides guidance, consultation and training to administrators, teachers and others involved in implementing the school health and wellness program.
14. Answers inquiries from parents and outside agencies regarding school health and wellness services.
15. Plans and conducts workshops, orientation programs on wellness/preventive issues and inservice training for school employees as appropriate.
16. Receives and reviews reports from schools submitted by school nurses.
17. Assists school nurses in assessing health needs of students.
18. Monitors specific health problems and provides direction to school nurses in establishing specific health procedures.

JOB DESCRIPTION - SUPERVISOR OF DISTRICT HEALTH SERVICES - Page 3

19. Directs the development and maintenance of all forms and procedures to be used within the school health and wellness programs.
20. Develops infection-control procedures for the proper handling of health situations, which pose a risk to students and/or employees including making arrangements for hazardous waste pickup.
21. Hires and evaluates nurses in cooperation with the principals.
22. Prepares and monitors the design and implementation of OSHA Blood Borne Pathogen standards for the district, including inservice training, monitoring of Hepatitis B compliance and exposure control.
23. Works in conjunction with Information Services for proper reporting to Department of Education of health related issues.
24. Coordinates substitute school nurse coverage district-wide.
25. Acts as a liaison between each individual school health center and principal to maintain appropriate health conditions and procedures.
26. Functions as liaison with the media for promotion of school health-related issues.
27. Monitors random drug testing for stipulations made by SERT (Suspension Expulsion Review Team).
28. Develops and facilitates installation of required security measures for all medications.
29. Develops and implements safety/universal precautions training for designated district staff in concert with District Support Services personnel.
30. Develops staff wellness fairs and programs as part of the overall district health insurance plan.
31. Develops school athletic trainer contracts in concert with local medical facilities.
32. Coordinates with the Charlotte County Health Department the Educate Now, Babies Later Program (ENABL) and the Human Growth and Development Program; coordinates the county Toothkeeper Program.
33. Collaborates with the teacher on Special Assignment for Science and Health to provide tobacco education programs.

JOB DESCRIPTION - SUPERVISOR OF DISTRICT HEALTH SERVICES - Page 4

34. Performs leadership tasks and duties related to the Professional Development Academy as Division Associate.
35. Coordinates district wide professional development activities related to school support services.
36. Performs other job-related functions as may be assigned by the Assistant Superintendent for School Support Services.

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

SUPERVISOR OF FOOD SERVICES

76013

Pay Grade A1

QUALIFICATIONS:

1. Bachelor or higher degree in Business, Home Economics, Hotel and Restaurant Management or related field.
2. Minimum of five (5) years experience in food service or related field preferred.
3. Such alternatives to the above qualifications as the superintendent may find appropriate and acceptable.

REPORTS TO:

Director of Food Service

JOB GOAL:

To provide all customers with food service that is nutritionally adequate, attractive, and of high quality served in a customer-oriented atmosphere under high standards of sanitation.

PERFORMANCE RESPONSIBILITIES:

1. Assists in monitoring the Charlotte County Meal Count Plan.
2. Assists in implementation of the dietary guidelines.
3. Makes visitations to cafeterias to provide technical assistance.
4. Audits restaurants to ensure high standards of health and safety are maintained.
5. Assists in evaluation of bids to obtain quality equipment at the best value.
6. Conducts inservice for employees on care and use of equipment.

JOB DESCRIPTION – SUPERVISOR OF FOOD SERVICES – Page 2

7. Develops a routine maintenance plan for all kitchen equipment, review work order requests and develops equipment replacement plan.
8. Assists restaurants managers in developing a marketing plan to increase participation. Coordinates news coverage and press releases for restaurants.
9. Assists in planning of new kitchen facilities and renovations of existing facilities.
10. Performs other job related duties as may be assigned.

SCHOOL BOARD APPROVED 02/14/2006

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

SUPERVISOR OF PSYCHOLOGICAL SERVICES

61407

Pay Grade A1

QUALIFICATIONS:

1. Master's degree or equivalent.
2. Must meet certification requirements for Specialist in School Psychology (grades PK-12).
3. Minimum of five (5) years prior work experience as a school psychologist.
4. Such alternatives to the above qualifications as the Superintendent may find appropriate.

REPORTS TO:

Assistant Superintendent for School Support Services

JOB GOAL:

To coordinate and direct the delivery of psychological services

PERFORMANCE RESPONSIBILITIES:

1. Develops and implements county-wide procedures for the delivery of psychological services to schools.
2. Develops and implements internal procedures relative to the delivery of psychological services and the maintenance of confidential records.
3. Interviews and recommends employment for job applicants.
4. Evaluates personnel.

JOB DESCRIPTION - SUPERVISOR OF PSYCHOLOGICAL SERVICES - Page 2

5. Evaluates departmental effectiveness.
6. Prepares and monitors the departmental budget.
7. Provides staff development and training for school psychologists.
8. Provides inservice training for district employees.
9. Acts as a school-community liaison for school psychological services.
10. Conducts psychological evaluations and maintains effective case management and written reports of referred students.
11. Interprets Section 504 requirements and procedures to staff and parents.
12. Serves as a member of the Suspension/Expulsion Review Team.
13. Performs other duties as assigned by the Assistant Superintendent for School Support Services.

SCHOOL BOARD APPROVED 02/14/2006