

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 0655
Pay Grade: C07

FLSA: Exempt

SUPERVISOR,
INDUSTRIAL, TECHNOLOGY AND AGRIBUSINESS EDUCATION

MAJOR FUNCTION:

Supervisory position with leadership responsibility for planning, organizing, coordinating, and evaluating all phases of the Industrial, Technology and Agribusiness Education Programs providing instructional services throughout the Pinellas County School System.

DUTIES AND RESPONSIBILITIES:

- Develops and supervises programs for Industrial, Technology Education, and Agribusiness.
- Assists in the recruitment, selection, orientation, and induction of Industrial, Technology and Agribusiness Education personnel.
- Assists in evaluating an instructor's performance when requested.
- Organizes and supervises staff development programs for Industrial, Technology and Agribusiness Education.
- Promotes the formation and operation of advisory committees for each Industrial, Technology and Agribusiness program in each school.
- Develops annual administrative budget for Industrial, Technology and Agribusiness.
- Coordinates activities relative to specifications and purchase of replacement equipment.
- Prepares educational specifications for new, and renovation of old, Industrial, Technology and Agribusiness facilities in line with State standards and in conjunction with principals and department teachers.
- Develops and implements new and revised curriculum as needed.
- Plans, writes, and submits Federal grant proposals, and implements those funded.
- Plans for and develops new programs for Industrial, Technology and Agribusiness to meet the changing needs of community employment and to reflect new technology.
- Assists in the operation of all Vocational Industrial Club of America (VICA), Technology Student Association (TSA) and Future Farmers of America (FFA) chapters.
- Assists instructors with all Florida Department of Education program reviews and coordinates program articulation.
- Develops, supervises, and coordinates the countywide building of relocatable classrooms by vocational students.
- Supervises the vocational maintenance repair workers and vocational maintenance budget.
- Performs other related duties as required.

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MINIMUM QUALIFICATIONS:

Master's degree or Florida Post Standard or Advanced Vocational Certificate. Florida Certificate in any Industrial, Technology, or Agribusiness subject area. Certification in Educational Leadership or Vocational Education Director or an equivalent certification as defined by the Florida Department of Education. Five (5) years of related professional experience. Three (3) years of successful teaching in a vocational school setting. Experience in curriculum development and staff development. Must show evidence of a working knowledge of the principles of quality management or commit to begin training in the area of quality within the first six (6) months of employment.

ISSUED: 5/72; REVISED: 3/82; TITLE BOARD APPROVED: 4/9/86; FORMAT REVISED: 7/88; REVISED: (TITLE) 9/90; BOARD APPROVED: 9/26/90; REVISED: 1/91 BMP; BOARD APPROVED: 7/10/91; REVISED (MQ's): 10/98 PBL; BOARD APPROVED: 10/13/98; REVISED MQ's 11/9/05; BOARD APPROVED: 6/20/06

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

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

Supervisor, Industrial, Technology and Agribusiness Education – ADM