

EDUCATION FOR EMPLOYMENT (EFE) DIRECTOR

DEPARTMENT: Education for Employment

REPORTS TO: Superintendent

FLSA STATUS: Salaried/Exempt

SUMMARY: To lead, manage and develop cutting edge career development programs for students of (County) County. The director must have the ability to work with nine local school districts, higher education and the business community in a collaborative manner. The director must be able to determine current and future career needs and opportunities for students.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Must have knowledge of, and comply with, the (School District/ISD) Handbook.
- Coordinate day-to-day operation of a countywide Education for Employment consortium of (number of) school districts and (number of) high schools.
- Develop, monitor and maintain \$5 billion annual budget.
- Operate and deliver K-12 Career Preparation System.
- Organize and distribute Career Preparation funds.
- Work collaboratively with administrators, staff and the business community to develop and maintain partnerships for funding and delivery of services.
- Research, devise, submit and administer grants to further educational options for career-minded or under-employed individuals within the county.
- Connect schools and the business community through cooperative programs.
- Other duties as assigned.

EDUCATION AND/OR EXPERIENCE: Master's Degree in vocational education, educational leadership or related field. A minimum of five years experience in administration and/or teaching in career education programs. Experience in business/education collaborations.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Vocational/administrative certification.
- Eligibility for administrative reimbursement as a full-time Vocational Administrator.
- Fulfill all responsibilities as outlined in the OCTP Administrative Guide.

OTHER SKILLS AND ABILITIES:

- Efficient use of computer and applicable software.
- Effective communication and listening skills.
- Delegate work assignments when appropriate.
- Keep Superintendent abreast of program status.
- Work in a team oriented fashion.
- Ability to problem solve.
- Ability to read, analyze, and interpret data.
- Ability to write reports, correspondence, and procedures.
- Effectively present information in front of groups and engage with audience.
- Maintain confidentiality.
- Support and make decisions with sound judgment in a timely manner.
- Develop strategies to achieve program goals.
- Complete hours of work as necessary to reach goals.
- Adapt to frequent changes in the work environment.
- Practice safe work habits.
- Use equipment and materials properly.

PHYSICAL DEMANDS: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is frequently required to reach with arms and hands, stand, walk and sit. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT: Office environment with little exposure to excessive noise.