

**Hernando County School Board  
Florida**

FLSA: Exempt, Non-Union

<b>COORDINATOR OF CAREER AND TECHNICAL EDUCATION</b>
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**Required Qualifications:**

- Master's degree from an accredited college/university
- Effective oral and written communication skills, planning and organization

**Desired Qualifications:**

- Florida Educator's Certificate in Educational Leadership
- Three (3) years of professional experience in adult education, workforce or management programs
- Grant administration experience
- Knowledge of post secondary adult vocational programs

**Performance Responsibilities:**

- Assistance in the development, marketing, implementation and coordination of the programs
- Collaborate with the local workforce board, CareerSource, PHSC and other community agencies for the purpose of expanding, enhancing or developing specified programs
- Design and produce outreach materials to promote Wilton Simpson Technical College
- Develop partnerships with local businesses and CareerSource to participate in program development, proposed course offerings, guest speaker opportunities and recruitment
- Coordinate the recruiting of participants through recruitment, program tours and referral partners
- Coordinate placement efforts between colleges, businesses, the local workforce board and business liaisons to determine internship and job placement opportunities and help coordinate preparation activities for placement
- Coordinate placement efforts between local high schools, students and parents to determine placement in dual enrollment programs
- Coordinate follow-up activities to document program outcomes including, but not limited to, number of participants enrolled in the program, program completion, placement and retention
- Recommend to and coordinate with the Director of Adult & Technical Education in the development and scheduling of program classes
- Maintain technical program related student forms, applications and data collection, and produce reports as needed
- Supervise and evaluate instructors
- Perform other duties as assigned by the Director of Adult and Technical Education and/or designee

**Physical Demands:**

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

**Reports to:**

Reports directly to the Director of Adult-and Technical Education and/or designee

**Evaluation:**

Annual evaluation done by the Director of Adult and Technical Education and/or designee

**Terms of Employment:**

- 12-month employment

**Salary:**

Salary based upon approved salary schedule – Professional/Technical/Supervisory Category F

**Job Code:**

91010

Board Approved: 11/19/13  
Revised: 1/23/23