

SUWANNEE COUNTY SCHOOL BOARD  
SPECIAL MEETING  
December 13, 2016

AGENDA

Call to Order – Immediately following the workshop

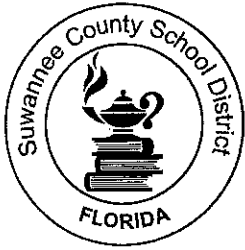
The Superintendent recommends approval to adopt the agenda.

**Assistant Superintendent of Administration – Dr. Bill Brothers:**

1. The Superintendent recommends approval of the following personnel items for the 2016-2017 school year:
  - a. Add one Coordinator of Career and Technical Education Student and Community Affairs position at RIVEROAK Technical College **(pg. 2)**
  - b. Job Description #166 – Coordinator of Career and Technical Education Student and Community Affairs *(New)* **(pgs. 2-6)**
  - c. Classify the Coordinator of Career and Technical Education Student and Community Affairs position as an exempt, administrative, Curriculum Coordinator position on the *Salary Schedule 2016-2017 Assistant Principals and Curriculum Coordinators* **(pg. 2)**

Adjourn

# SUWANNEE COUNTY SCHOOL DISTRICT



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**TED L. ROUSH**  
Superintendent of Schools

*"Suwannee County School District will be a system of excellence  
ensuring all students are prepared for personal success."*

**JERRY TAYLOR**  
DISTRICT 1

**CATHERINE CASON**  
DISTRICT 2


**TIM ALCORN**  
DISTRICT 3


**ED DA SILVA**  
DISTRICT 4



**RONALD WHITE**  
DISTRICT 5

**LEONARD J. DIETZEN, III**  
BOARD ATTORNEY

## MEMORANDUM

**TO:** Ted Roush, Superintendent of Schools 

**FROM:** Bill Brothers, Assistant Superintendent of Administration 

**THRU:** Vickie DePratter, Chief Financial Officer   
Janene Fitzpatrick, Assistant Superintendent of Instruction 

**DATE:** December 8, 2016

**RE:** Agenda Item for December 13, 2016 Special Meeting

### RECOMMENDATIONS:

1. The Superintendent recommends approval to add one *Coordinator of Career and Technical Education Student and Community Affairs* at RIVEROAK Technical College;
2. The Superintendent recommends approval of job description #166 *Coordinator of Career and Technical Education Student and Community Affairs* (new);
3. The Superintendent recommends approval to classify the *Coordinator of Career and Technical Education Student and Community Affairs* as an exempt, administrative, curriculum coordinator position.

### BACKGROUND:

This position is needed to provide administrative support at RIVEROAK Technical College (RTC). The current staffing plan provides one administrator to provide coverage for daytime and evening programs. This position will be 12 month to support the numerous programs and services provided at RTC as identified in the job description. For classification and salary schedule placement, it is an exempt, administrative, coordinator position and will be compensated using the current Assistant Principals and Curriculum Coordinators salary schedule.

**SCHOOL DISTRICT OF SUWANNEE COUNTY**  
**COORDINATOR OF CAREER AND TECHNICAL EDUCATION**  
**STUDENT AND COMMUNITY AFFAIRS**

**JOB DESCRIPTION**

**QUALIFICATIONS:**

- (1) Bachelor's degree or higher from an accredited educational institution.
- (2) Florida certification in any administrative or academic area required.
- (3) Experience in Career and Technical Education preferred.
- (4) Or other appropriate certification required by the Florida Department of Education.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of the organization, operation of the Technical College. Knowledge of School Board policies and practices as they relate to assignment. Ability to communicate effectively both orally and in writing. Ability to plan, organize and prioritize activities related to assignment. Ability to analyze, interpret and use data in decision making. Ability to use basic computer hardware and software.

**REPORTS TO:**

RIVEROAK Technical College Principal / Director of Career and Technical Education.

**JOB GOAL**

To coordinate all available resources to empower students to reach their full potential through career and technical education programs and counseling.

**SUPERVISES:**

Staff as assigned

**PERFORMANCE RESPONSIBILITIES:**

**Planning/Preparation**

- \* (1) Develop workforce programs and services based on developmental needs of students, needs assessments, and school and District priorities.
- \* (2) Establish short and long range plans based on student needs as well as school, District, and state priorities.
- \* (3) Communicate goals and services of the workforce programs to school administration, staff, students, and parents.
- \* (4) Establish priorities and an implementation schedule for advisement and student service programs.

**Instructional Program Leadership/Development**

- \* (5) Plan, organize and implement an Adult and Community Education Program that is aligned with community needs.
- \* (6) Advertise adult and community education courses with the local media.
- \* (7) Prepare course brochure for the Technical College.
- \* (8) Order and sell textbooks.
- \* (9) Assist in developing and implementing a vision and mission for the Technical College.

## Coordinator of Career and Technical Education Student and Community Affairs (Continued)

### Personnel Action Services

- \*(10) Assist in providing support for instructors and staff.
- \*(11) Assist in interviewing and selecting staff and instructors.

### Administrative/ Management

- \*(12) Review, evaluate, and select a variety of materials to support a well-balanced student services program.
- \*(13) Implement, coordinate, and monitor school-wide student services and activities.
- \*(14) Establish an environment for an effective student services program.
- \*(15) Establish and follow procedures for appropriate intervention in accordance with school, District, and state laws, rules, and policies.
- \*(16) Maintain student records according to established guidelines.
- \*(17) Participate in school-wide events, committees and supervisory responsibilities to assure student safety.
- \*(18) Use technology resources effectively.

### School Operations/Delivery Systems

- \*(19) Assist the Principal/Director in the daily operation of the Technical College and supervise evening programs, as scheduled.
- \*(20) Ensure that required emergency drills are conducted in accordance with established rules and procedures.
- \*(21) Assist in maintaining a system of attendance and performance reporting for funding; enter data into FOCUS.
- \*(22) Register students and develop class rosters.
- \*(23) Assist in maintaining property inventory records and ensuring the care and protection of all property assigned to the school.
- \*(24) Prepare or oversee the preparation of timely and accurate reports.
- \*(25) Conduct facility safety inspections, report maintenance/facility needs, and follow-up.

### Student Support Services

- \*(26) Assist in monitoring proper student conduct and implementing discipline policies to ensure a safe and orderly campus.
- \*(27) Assist in advising students and resolving problems or concerns.
- \*(28) Maintain visibility and accessibility on the school campus.
- \*(29) Attend school-related activities and events.

### Personal/Professional Employee Qualities

- \*(30) Seek to improve skills and knowledge through participation in in-service and other professional development activities.
- \*(31) Model and maintain high standards of professional conduct.
- \*(32) Demonstrate initiative in identifying needs or potential for improvement and take appropriate action.
- \*(33) Promote and support professional development for self and others.
- \*(34) Maintain visibility and accessibility.
- \*(35) Keep the Principal/Director informed about potential problems, unusual events, or possible opportunities for school improvement.

## Coordinator of Career and Technical Education Student and Community Affairs (Continued)

- \*(36) Support goals and priorities of the District and school.

**Assessment/Evaluation**

- \*(37) Demonstrate knowledge of theories, techniques, and instruments used for assessment.
- \*(38) Administer tests, interpret scores, and communicate results.
- \*(39) Explain nature and purpose of assessment in an understandable manner, including its uses and limitations, and provide feedback to appropriate individuals.
- \*(40) Exercise confidentiality in the sharing of test results.
- \*(41) Use relevant assessment data to make recommendations to students, parents, teachers, and other professionals.
- \*(42) Evaluate student services program objectives including using feedback from students, parents, and staff.

**Intervention/Direct Services**

- \*(43) Provide personal/social growth counseling including individual and group concerning academic success, understanding of self and others, communication skills, decision making, relationship skills, conflict resolution, goal setting, and effective coping skills necessary to refuse participation in substance abuse and physical violence.
- \*(44) Recognize, appreciate, and serve the cultural differences and special needs of individuals and families.
- \*(45) Recognize overt indicators of student distress or abuse and take appropriate intervention, referral, or reporting actions.
- \*(46) Provide crisis intervention services, including follow-up services as appropriate.
- \*(47) Orient new students and their parents and assist students moving from grade to grade or school to school.
- \*(48) Provide interventions for at-risk students and those with special learning and behavioral needs.
- \*(49) Implement programs for career awareness and comprehensive educational/career plans which target high school completion, post-secondary opportunities, scholarships, and financial aid information.

**Collaboration**

- \*(50) Consult with students, parents, teachers and other school staff to assist in meeting needs of students.
- \*(51) Work effectively with parents.
- \*(52) Serve as an advocate for students.
- \*(53) Establish an effective working relationship with outside services and make appropriate referrals for psychological, social work, health, and community services.
- \*(54) Participate in multidisciplinary conferences concerning individual cases of special need, including academic, social, cultural, emotional, and economic.

**Staff Development**

- \*(55) Provide information and/or inservice to teachers, administrators, and other school staff.
- \*(56) Keep abreast of current trends in advisement and student services.
- \*(57) Participate in meetings, training sessions, and other activities for improvement of professional knowledge and skills.

**Professional Responsibilities**

- \*(58) Model and maintain high professional and ethical standards.
- \*(59) Prepare all required reports and maintain all appropriate records.

**Coordinator of Career and Technical Education Student and Community Affairs (Continued)**

- \*(60) Use positive interpersonal skills to encourage cooperative efforts between staff, students, families, and the community.
- \*(61) Perform other tasks consistent with the goals and objectives of this position.

**Leadership**

- \*(62) Provide leadership in implementing goals and priorities of the District and school.
- \*(63) Assume duties and responsibilities of the Principal/Director in his/her absence.
- \*(64) Assist in planning and implementing the school's public relations program.
- \*(65) Serve on or chair committees as requested by the Principal/Director.
- \*(66) Support and attend community functions.
- \*(67) Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- \*(68) Set high standards of performance for self, others, and the school.
- \*(69) Perform other tasks consistent with the goals and objectives of this position.
- \*(70) Shall assume additional responsibilities as assigned by the Superintendent.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force regularly to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

\*Essential Performance Responsibilities