

**SCHOOL DISTRICT OF SARASOTA COUNTY  
JOB DESCRIPTION**

**PROGRAM MANAGER: COLLEGE, CAREER, LIFE READINESS**

**SALARY SCHEDULE: ADMINISTRATIVE – [F] - J**

**COST CENTER: 9014 (CTE K-12)**

**QUALIFICATIONS**

- Master's or Bachelor's Degree from an Accredited Educational Institution with three (3) years of job-related experience.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to serve students in preK-12, staff, and community stakeholders.
- Effective working relationships with community resources.
- Ability to work effectively in a multi-ethnic environment.
- Ability to provide leadership in a participatory management environment using a consensus building approach. Ability to plan, organize, and prioritize activities and training related to assignment.
- Ability to read, interpret, and enforce the State Board rules, Code of Ethics, School Board policies and appropriate district/state evaluation procedures.
- Ability to plan, implement, and evaluate programs for maximum effectiveness using a high level of oral and written communication skills.
- Ability to use data in the decision-making process.
- Ability to use technology resources effectively.

**REPORTS TO:**

Cost Center Head or Designee 9014 (CTE K-12)

**JOB OBJECTIVE:**

To provide leadership, coordination, technical assistance, and support in the development and operation of quality College, Career and Life Readiness programming to meet the needs of students and the community. Responsible for the day-to-day operation of programs related to this position.

**SUPERVISES:**

Classified and/or Instructional staff as assigned.

**PERFORMANCE RESPONSIBILITIES:**

- Support the Superintendent in building a culture that supports learning and encourages innovation.
- Ensure that the Missions and Goals of the school district are reflected in all educational programs and operations.
- Ensure career education for elementary (awareness), middle school (exploration), and high school (concentration). Work collaboratively with others to develop and then monitor and evaluate College, Career, and Life Readiness transitions from PK – high school graduation.
- Assist with the selection and ongoing management of the district's online student planning system.
- Develop data management and communication systems for the district's online student planning system.
- Assist with the development of middle and high school career advisor role expectations and accountability, and provide ongoing leadership, guidance, resources, and support to them.
- Work with stakeholders to develop a clear set of expectations, procedures, and guidelines for CCLR activities (PK-12) and high school Student Success Centers.
- Meet regularly with Student Success Center representatives, School Counselors, and Career Advisors to review data and offer necessary training.
- Develop CCLR data reporting systems for schools and district leadership.
- Develop and monitor grades 6-12 CCLR scope and sequence frameworks.
- Provide support to teachers with CCLR scope and sequence implementation
- Assist in the planning, development and implementation of school level and district wide CCLR events
- Maintain a calendar and data on events and opportunities at all Student Success Centers.

## **PROGRAM MANAGER: COLLEGE, CAREER, LIFE READINESS (Continued)**

- Gather, analyze, and interpret data related to College, Career and Life Readiness program(s) including participation, and success rates.
- Establish and maintain strong partnerships with local businesses and organizations to maximize student opportunities for work-based learning: internships, OJT, job shadows, mentorships, guest speakers, virtual facility tours, lunch & learns, etc.
- Maintain an understanding of our local, state, and national workforce trends and needs.
- Establish and maintain strong partnerships with local businesses and organizations.
- Establish and maintain strong partnerships with Suncoast Technical College, local state colleges, and universities.
- Maintain a network of peer contacts through professional organizations.
- Support and attend community functions.
- Oversee the development, implementation, and evaluation of program(s), including technology.
- Supervise assigned personnel, conduct annual performance appraisals of Classified and Instructional Staff and make recommendations to the Executive Director of Secondary Education for appropriate action.
- Ensure quality program marketing is taking place.
- Involve the schools and community in the decision-making process at appropriate levels.
- Develop and maintain the department budget within guidelines and policies.
- Identify, pursue, and manage grants in areas of responsibility.
- Monitor and facilitate a system of maintaining appropriate records and procuring materials, supplies, equipment and appropriate resources to meet the demands of CCLR.
- Respond to inquiries in a timely manner.
- Model and maintain high standards for professional conduct.
- Maintain visibility and accessibility.
- Perform other incidental tasks consistent with the goals and objectives of this position and as required by the Executive Director of Secondary Schools.
- Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

### **PHYSICAL REQUIREMENTS:**

Medium Work: 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 as needed to move object.

### **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 the provisions of the Board's policy on evaluation of personnel.

### **Job Description Supplement No. 10.**