



**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**

**JOB DESCRIPTION**

|                         |   |
|-------------------------|---|
| <b>POSITION TITLE:</b>  | Curriculum Supervisor Career, Technical, Adult, Community Education   |
|                         | <ul style="list-style-type: none"> <li>•Adult and Community Education</li> <li>•Business Technology</li> <li>•Family &amp; Consumer Science</li> <li>•Vocational Education Industrial</li> <li>•Technical Education/Agriculture</li> <li>•Health Science</li> <li>•<u>Educational Leadership</u></li> </ul> |
| <b>CONTRACT YEAR:</b>   | Twelve Months   |
| <b>PAY BAND:</b>        | C   |
| <b>BARGAINING UNIT:</b> | ESMAB   |

**PREFERRED QUALIFICATIONS**

A. Education and Teaching Experience

**EDUCATION:** An earned bachelor's degree from an accredited institution. ~~m~~Master's degree preferred.

**EXPERIENCE:** ~~A m~~Minimum of five (5) years of teaching experience and/or training, within the last ten (10) years, in the assigned career and technical or adult education field related to the title of the position, is preferred. - Prior experience working with business/industry to meet labor market needs; is preferred. ~~Bilingual skills; are preferred.~~

**ADDITIONAL QUALIFICATIONS**

**REQUIRED:** ~~The incumbent should h~~Hold or verify eligibility of a ~~for~~ Florida ~~T~~teacher's ~~C~~ertificate in the assigned career, ~~and~~ technical, ~~or~~ adult education subject area; or educational leadership certification. Certification as specified in the Florida Department of Education Course Code Directory and applicable Florida State Board of Education Administrative Rule is required. The Incumbent should ~~d~~Demonstrated expertise in Career, ~~and~~ Technical or Adult

~~Education curriculum;~~ Additionally, experience with program management, and master scheduling and program management experience tied to budgetary policy in the assigned career, and technical or adult education or educational leadership area is required. Computer skills are required for the position.

**PREFERRED:** ~~Prior experience working with business/industry to meet labor market needs. Bilingual skills.~~

OR

### **MINIMUM QUALIFICATIONS**

#### B. Education and Occupational Work Experience

**EDUCATION:** ~~The Required~~ educational and occupational or educational leadership experience required to be eligible or hold a State of Florida and/or local certification requirements for assigned career, and technical, adult, or educational leadership is required. The position also requires adult education area, requiring job experience level seven (7); as specified in the Florida Department of Education Course Code Directory and applicable Florida State Board of Education Administrative Rules.

**EXPERIENCE:** ~~A m~~ Minimum of ~~three seven (3) (7)~~ years of work experience, within the last ~~ten twelve (10) (12)~~ years, in the assigned career, and technical, adult or educational leadership ~~adult education~~ field related to the title of the position; or a combination of teaching, and career and technical work experience, educational leadership experience in the assigned program area totaling ~~three seven (3) (7)~~ years; the work experience must be within the last ~~ten twelve (10) (12)~~ years.

OR

### **ADDITIONAL QUALIFICATIONS**

#### C. Leadership Experience

A combination of teaching, and career and technical work experience, educational leadership experience in the assigned program area totaling ~~three seven (3) (7)~~ years is required. The related work experience must be within the last ~~ten twelve (10) (12)~~ years.

- REQUIRED:** Meet either A, ~~or~~ B, or C above and demonstrate expertise in career, ~~and~~ technical, or educational leadership ~~adult education curriculum~~, in the assigned career, technical or adult education area. Computer skills are required for the position.
- PREFERRED:** ~~Prior experience working with business/industry to meet labor market needs. Bilingual skills.~~
- REPORTS TO:** Director Career, Technical, Adult, Community Education
- SUPERVISION SES:** Provides supervisory services in respective subject area to staff and to school personnel as assigned.
- POSITION GOAL:** To improve student achievement by providing staff services through designing, planning, developing, implementing, coordinating, evaluating and monitoring the Career, Technical, Adult, Community Education curriculum.

**ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

**The Curriculum Supervisor Career, Technical, Adult, Community Education shall carry out the performance responsibilities listed below.**

1. Apply knowledge and skills in the use of the latest technology in the field of expertise.
2. Ppractice research-based district supported instructional strategies and methods.
3. Evaluate the assigned career and technical or adult education subject area programs and develop prescriptive improvement plans.
4. Provide support for the instructional process by use of modeling, coaching, facilitating and other support strategies to enhance the learning environment for improved student performance.
5. Evaluate and coordinate the selection of instructional materials and textbooks appropriate to the teaching of the respective assigned career and technical or adult education area.
6. Coordinate and/or teach the in-service courses provided in each respective assigned career and technical or adult education area.
7. Develop educational specifications and basic equipment lists; evaluate and recommend facility design and work collaboratively with departments throughout all phases of facility planning and construction.
8. Work collaboratively in cross-functional teams and settings to provide direct/indirect support to the teacher, focused on improved student achievement.
9. Provide continual validation of instructional competencies in Career, Technical, Adult & Community Education programs through the cooperative and organized efforts of representatives from industry, education and the lay public.

10. Plan for curriculum articulation across all middle, high school, and post-secondary levels.
11. Perform and promote all activities in compliance with equal employment and non-discrimination policies of The School Board of Broward County, Fl.
12. Participate in the training programs offered to enhance the individual's skills and proficiency related to the job responsibilities.
13. Review current developments, literature and technical sources of information related to job responsibilities.
14. Ensure adherence to good safety procedures.
15. Follow Federal and State laws, as well as School Board policies.
16. Perform other duties as assigned by the Director Career, Technical, Adult, Community Education or designee.

**SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:**

Frequently coordinates with department heads of curriculum specialty across the District in planning, coordinating, implementing, and monitoring the effectiveness of curriculum that meet student needs. Periodically meets with parent and community groups to represent the District on curriculum specialty issues.

**PHYSICAL REQUIREMENTS:**

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed 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 School Board.

**FLSA OVERTIME CATEGORY:**

The j Job is exempt from the overtime provisions of the Fair Labor Standards Act.

**EVALUATION:**

Performance will be evaluated in accordance with Board Policy.

Board Approved: 4/26/94 &

Adopted: 6/7/94

Revised: 4/23/96 &

Adopted: 5/21/96

Title & Alignment Change: 3/19/96; 4/13/99; 3/19/02

Item G-7: 11/6/86 (Modification on 12/13/01)

Title Change: 4/01/03

Board Adopted: 12/16/03

Revised: 8/9/05

Revised: 3/30/06, 8/14/06, 9/08/06

Curriculum Supervisor Career, Technical, Adult, Community Education (cont.) SBBC:  
E-049

Revisions Board Approved: 1/18/12

Revisions Board Adopted: 2/22/12

Title Change: 9/24/2012

Organizational Chart: 2012-2013

Organizational Chart: 2014-2015