

SCHOOL-to-WORK TRANSITION SUPERVISOR

GENERAL RESPONSIBILITIES

The position is responsible for planning, administration, coordination, delivery, staff development and assessment of the health and human services programs and career exploration programs. Carry out the steps necessary to ensure that students acquire the technical and career skills needed for the 21st century in the Health and Human Services program of study. Develop and nurture partnerships with businesses and our community resources is also a large component of the job.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Promote open communication between the teachers, students, community organizations and instructional staff.
- Coordinate the health and human services program in accordance with local, state and national guidelines.
- Assist and coordinate all middle, high, and auxiliary schools teachers in improving and implementing quality instructional programs.
- Coordinate curriculum development of courses and their alignment with the Virginia Standards of Learning, the state curriculum and the National Family and Consumer Sciences Standards.
- Facilitate staff development activities for health and human services teachers.
- Assist teachers in the integration of Virginia's Standards of Learning (SOL) into the curriculum and lesson plans to encourage integrated lessons with core academic courses so as to reinforce the SOLs.
- Act as communication liaison between health and human services teachers and the state and federal department of education offices.
- Assist in the dissemination of information for local, state and federal reports for all health and human services education.
- Conduct pilot programs research.
- Conduct quarterly middle and high school department chairpersons' meetings after school.
- Maintain a continuing dialogue between the education, labor and business community regarding needed reforms and the implementation of industry standards in the workplace.
- Promote the health and human services programs within all levels of the schools and community.
- Administer the health and human services budget.
- Assist schools with the acquisition of instructional materials and supplies.

- Assist student sponsors of Family, Career, and Community Leaders of America (FCCLA) formerly called Future Homemakers of America and Home Economics Related Occupations (FHA and HERO).
- Assist regional and state student sponsors of FCCLA with conferences and competitions.
- Serve as regional coordinator of Careers through Culinary Arts Program (C-CAP) by organizing the preliminary and final culinary competitions and the scholarship breakfast.
- Plan work and family studies department for new and renovated schools and assists purchasing department in selecting furniture, books, equipment, and materials.
- Facilitate the writing, editing, publishing, and distribution of new curriculum that meets or exceeds state and national standards.
- Facilitate textbook selection, revision, and adoption process to assist with new teacher recruitment, interview and observation.
- Preview computer software for teachers and investigate applicability of emerging technologies.
- Facilitate industry certification (ACF) for program offered at the Technical and Career Education Center.
- Serve on three craft committees at the Technical and Career Education Center.
- Coordinate the Communication Task Force for Technical and Career Education.
- Develop a communication plan for the Technical and Career Education to all populations.
- Create and maintain a continuing partnership dialogue between the education, labor, and business community regarding needed skill development for work place oriented education.
- Coordinate Technical and Career Leadership and Communication Professional Development.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the principles, practices and procedures of school activities; ability to communicate ideas clearly and concisely, orally and in writing; ability to establish and maintain effective relationships with students, parents, staff and administration; must possess skills in the areas of computers, financial planning, records management, communication, interpretation of data, and instructional methodology.

EDUCATION AND EXPERIENCE

Master's Degree and a Virginia license in administration or supervision or its equivalent. An endorsement as a vocational instructional supervisor is preferred. Experience as a Department chair, or in school administration, and central office or program supervision is preferred.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.

FLSA status: Exempt	Description: Rev. 6/00
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