

Workforce Development Director Central Office Administrator Job Description

Please note: This job description is one of several adopted by the State Board of Education between 1984 and 1987 and was designed to correspond with the evaluation instrument. Local school systems can and often do modify the job descriptions to meet their individual needs. Please contact the [school system](#) in which you are interested for a finalized job description.

POSITION: Workforce Development Director

REPORTS TO: Superintendent or Designee

SUPERVISES: Instructional and/or Support Personnel

PURPOSE: To provide leadership in the development, implementation and evaluation of a specific area for the benefit of the systems' total educational program.

DUTIES AND RESPONSIBILITIES:

A. PROGRAM MANAGEMENT

The Director provides effective leadership in developing comprehensive program plans and implementing and evaluating the planned programs.

B. FISCAL MANAGEMENT

The Director assists/prepares budgets, coordinates with other department or agencies to assure maximum services, and maintains records/reports/inventories in accordance with local/state/federal policies.

C. INFORMATION MANAGEMENT

The Director shares information about programs with various publics, serves as a liaison between the school system and other agencies and assists in the development of in-service staff development. The Director accomplishes personal growth objectives and demonstrates professional ethics.

D. PERSONNEL MANAGEMENT

The Director assists in selection and placement of personnel, delegates and supervises staff responsibilities and assists in evaluating staff.