

## POSITION DESCRIPTION

The Career, Technical and Agricultural Education (CTAE) Division of the Georgia Department of Education is responsible for the career and leadership development of students in middle and high schools across the state. The CTAE department works with Family, Career and Community Leaders of America to enrich the curriculum in Family and Consumer Sciences Pathways. The activities of Family, Career and Community Leaders of America are an integral curricular component of the CTAE curriculum.

**Job Title:** Executive Director

**Post Date:** March 30, 2017

**Apply by:** Until filled

**Location:** Lawrenceville, GA

**Description of Duties:** As the Executive Director of Georgia Family, Career and Community Leaders of America (FCCLA), this position is accountable for the success of the organization from:

- Planning and implementing programs and activities that support Family and Consumer Sciences
- Providing communication systems and related linkages and collaboration with teachers and advisors of local school system chapters of FCCLA and the Georgia Department of Education
- Conducting a program of activities consisting of but not limited to the following: State Officer Training, Local Chapter Officer Training, Fall Leadership Conference and Spring Leadership Conference
- Maintaining the monthly Career Technical Student Organization (CTSO) master calendar by inputting relevant FCCLA activities on the CTSO website
- Updating the FCCLA Website in a timely manner
- Coordinating attendance of Georgia chapters at the FCCLA National Leadership Conference
- Providing leadership for participation in the CTSO Winter and Summer State Officer Training and the Board of Directors training
- Attending all meetings and professional development events planned by the department for CTSO Executive Director training
- Providing leadership for involvement of the FCCLA state officers in the CTSO Legislative Event
- Maintaining accurate accounting records and participating in a financial review of all financial activities for the current fiscal year
- Providing the Georgia Department of Education, as well as the FCCLA Board of Directors with specific and measurable goals and a strategic plan to meet those goals
- Adhering to reporting and documentation requirements
- Identifying stakeholders and developing business partnerships with government and other nonprofit organizations
- Supporting and working collaboratively with the FCCLA Foundation Board

### **Experience, Skills and Qualifications:**

- Bachelor's degree required; Masters' preferred
- Excellent analytical and problem-solving skills
- Experience with budget development and maintenance
- Strong interpersonal, communication and listening skills
- Knowledge of Robert's Rules of Order, preferred
- Supervisory experience, preferred
- Ability to:
  - Prioritize, organize, multi-task and use time management skills
  - Be accurate and detail oriented
  - Work irregular hours and travel as required
  - Work with minimal supervision

**Salary/Benefits:** Commensurate with experience.

### **Application Process**

The process of application is one of a candidate reviewing the advertised position and applying if the position fits his/her employment history and qualifications.

Submit by fax, U.S mail or email a cover letter and a resume to:

Scott Chafin, Program Manager  
Georgia Department of Education  
Career, Technical and Agricultural Education  
1752 Twin Towers East  
205 Jesse Hill Jr. Drive, SE  
Atlanta, Georgia 30334  
Fax: 404-651-8984  
[schafin@doe.k12.ga.us](mailto:schafin@doe.k12.ga.us)

\*Please submit attachments in .doc or .pdf files only.

Consideration/interviews will begin as soon as a list of applicants is established. Candidates selected for an interview will be contacted directly. No notification will be sent to applicants except those who are selected for an interview. Due the large volume of applications received, we are unable to provide information on your application status.

**It is the policy of the Georgia Department of Education and Georgia Family, Career and Community Leaders not to discriminate on the basis of race, color, sex, national origin, disability, or age in its employment practices.**

**In accordance with Public Law 99-603, also known as the Immigration Reform and Control Act of 1986, The Georgia Department of Education and Family, Career and Community Leaders of America employ only U.S. citizens and lawfully authorized alien workers. All persons hired by the Georgia Department of Education are required to verify identity and employment eligibility and must agree to undergo drug screening and a criminal background investigation.**