

Job Description – Vocational Education Supervisor**Revised: 3/14/17**

TITLE: Vocational Education Supervisor

QUALIFICATIONS:

1. Master's Degree in Education.
2. Valid certification as a vocational supervisor.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Principal

JOB GOALS: To provide students enrolled in the vocational education program with education and training of sufficient excellence to enable them, upon graduation, to enter the job market with well-developed skills, varied intellectual interests, and sufficient understanding and curiosity to continue their growth and maturation as a worker and as an individual.

PERFORMANCE RESPONSIBILITIES:

1. Formulates and administers a comprehensive, modern program of vocational and technical education.
2. Maintains close working relationship with the community and State agencies and area businesses, industries, and labor organizations, in order to provide training consistent with needs, and establishes lay advisory committees, as needed.
3. Continuously appraises and evaluates the total vocational program to achieve the established goals of providing the opportunity for people to prepare for gainful employment.
4. Maintains current knowledge of all pertinent rules and regulations affecting vocational education.
5. Advises and assists in obtaining State and federal funds for vocational and technical education programs.
6. Assumes responsibility for the collection, review, and submission of all forms and reports relative to vocational education to State agencies.
7. Recommends and devises, as appropriate, vocational and technical programs for postgraduates and non-graduates in the community.
8. Supervises all instructional personnel in the vocational education program.
9. Coordinates the gathering, electing and analysis of data with respect to jobs available to local high school graduates.
10. Works to identify and define local opportunities and the role of the schools in meeting these opportunities.
11. Coordinates all work-experience programs in the schools.
12. Arranges and directs in-service education for the staff.
13. Interprets the vocational education program to the public.
14. Prepares and administers the departmental budget.
15. Makes recommendations for long-term adjustments, changes, additions, and deletions in the vocational program to meet changing job trends and needs.
16. Assists in the recruitment and screening of vocational teachers.
17. Maintains membership in and participates in the affairs of professional societies devoted to the advancement of vocational education.

TERMS OF EMPLOYMENT: Ten, eleven, or twelve-month year. Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of professional personnel.