

TITLE: VOCATION CENTER DIRECTOR

QUALIFICATIONS:

1. Certification in vocational Administration – Class A (Master’s Degree) Level, Class AA (Sixth Year) Level preferred.
2. Minimum of three years experience as Vocational Classroom Teacher.
3. One year in supervisory capacity or specific practicum required for certification.
4. Such alternatives to the above qualifications that the Board may find appropriate and acceptable.

REPORTS TO: Vocational Education Supervisor, Superintendent or person designated by the Board

JOB GOAL: To provide students enrolled in the vocational center 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 workers and as individuals.

PERFORMACE RESPONSIBILITIES:

1. Responsible for recommending staff replacement for Vocational Center.
2. Responsible for programs taught at the Vocational Center.
3. Responsible for money being spent that is budgeted for the Vocational Center.
4. Responsible for Craft committees for each department.
5. Responsible for visiting local high schools to discuss Vocational Center programs with principals and counselors.
6. Responsible for notifying maintenance department as to repair of vocational departments.
7. Responsible for public relations program for the Vocational Center.
8. Responsible for an evaluation program for the vocational programs (annually and every 5 years).

9. Responsible for enrollment reports both preliminary and final.
10. Coordinate Vocational Center programs to meet the needs of industry as much as possible.
11. Bring to the superintendent facility needs.
12. Conduct in-service programs for Vocational Center personnel.
13. Work to place students who have completed vocational program.
14. Responsible for recommending purchases of equipment for the Vocational Center.
15. Responsible for ordering materials and supplies for the Vocational Center.
16. Responsible for supervision of student records, files and grades.
17. Assist in reporting on annual application report for Vocational Education.
18. Coordinate Vocational Center programs with special education and rehabilitation.
19. Be regular and punctual in attendance.
20. Maintain confidentiality of any school system related information.
21. Maintain proper and professional relationship with other employees.
22. Perform duties in a manner that promotes good public relations.
23. Be familiar with and follow Board of Education policies.
24. Perform other reasonable related duties as needed.

Terms of Employment: Twelve month year. Salary to be determined by the Board of Education.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

ADOPTED: August 4, 1994