

JOB TITLE: Director of Vocational/Adult Education

QUALIFICATIONS:

1. A minimum of five years successful teaching experience in a vocational education program
2. Completion of a Master's degree in vocational education
3. Missouri Vocational Director's Certificate
4. Skill and knowledge of vocational curriculum, instruction, and technology
5. Knowledge of annual reporting of school MAP and NCLB standards
6. Such alternatives or additions to the above qualifications as the Board may find appropriate

REPORTS TO: Superintendent or designee

SUPERVISES: Staff assigned to the Area Vocational School

JOB GOAL: 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 workers and as individuals.

PERFORMANCE RESPONSIBILITIES:

1. Formulates and administers a comprehensive, modern program of vocational and technical education.
2. Maintains collaborative efforts with representatives of area schools in coordinating the instructional vocational program for all eligible students.
3. Maintains close working relationships with the community, state agencies, area business, industries, and labor organizations to provide training consistent with industrial and community needs.
4. Continuously appraises and evaluates the total vocational program to achieve the established goals of technical education.
5. Maintains current knowledge of all pertinent rules and regulations affecting vocational education.
6. Assumes responsibility for the collection, review, and submission of all forms and reports relative to vocational education to state agencies.
7. Attends professional meetings to remain current in vocational/adult education trends and practices.
8. Maintains accurate records pertinent to job placement requirements, follow-up study information, Core Data, and DESE reports.

9. Establishes and conducts appropriate advisory meetings within the vocational area.
10. Develops a public relations program to promote vocational/technical education.
11. Assumes responsibilities for development of adult programs to include GED, ESL, and post-secondary education.
12. Other duties and responsibilities as may be assigned by superintendent of schools.

INSTRUCTIONAL LEADERSHIP:

1. Works with concerned groups to determine the vocational education curriculum.
2. Articulate the vocational education curriculum and promotes effective instructional strategies.
3. Remains current on the latest research pertaining to vocational education curriculum development.
4. Knowledge on effective instruction and steps in the teaching process.

COMMUNICATION:

1. Uses appropriate grammar and content in oral and written communication.
2. Develops and uses good listening skills.
3. Communicates rules, regulations, decisions, and expectations to certificated/non-certificated personnel.
4. Communicates rules, regulations, decisions, and expectations to students.
5. Communicates effectively with parents.
6. Maintains contact with media.
7. Interprets and explains information and concerns to central staff.
8. Explains the vocational educational program to the community.

BUSINESS AND FINANCIAL MANAGEMENT:

1. Determines the educational needs for the building level.
2. Establishes procedures for daily management operations.
3. Maintains appropriate records and reports.

4. Implements Board policy and district rules and regulations for all personnel.
5. Organizes people, resources, and time for efficient operation.
6. Determines needs of staff members and assists them in meeting all professional needs.
7. Determines priorities of needs in general building operation and prepares building budget accordingly.
8. Assumes responsibility for maintaining a current inventory of equipment and instructional tools at the Waynesville Technical Academy.

STUDENT SERVICES/STUDENT ACTIVITIES:

1. Provides comprehensive student personnel services.
2. Management of enrollment and attendance policies and program is up to date and effective.
3. Management of student behavior and discipline is done in the proper manner to provide a good school environment.
4. Provides for the health and safety of students by good policy development, enforcement, and proper reporting.
5. Maintains liaison with community agencies concerned with student services.
6. Management of student activities program is well organized and conducted.

FACILITIES:

1. Evaluates condition of the plant to ensure safety, cleanliness, and adequacy.
2. Interacts with all personnel in ensuring an effective custodial and maintenance program in assigned building.
3. Assumes leadership in implementing plans for emergency situations.
4. Promotes student respect for school property.
5. Utilizes all building space appropriately.

EVALUATION:

1. Teacher evaluation for improving teaching is properly and completely completed by classroom observation, note taking, and conferences.

2. Teacher evaluation for promotion, rehiring, is completely and accurately done with the use of the district evaluation procedure.
3. Evaluation of student progress is properly completed with the utilization of appropriate tests and information.
4. Evaluation of curriculum development is done by working with goal setting and teacher input.
5. Evaluates goals and achievements of educational program in relation to goals of system.

PROFESSIONAL AND PERSONAL DEVELOPMENT:

1. Keeps current professionally by membership in professional organizations and reading professional literature.
2. Represents district at professional meetings of interest to education.
3. Contributes to profession by writing and speaking.
4. Demonstrates ethical behavior in relation to profession.
5. Presents a neat, well-groomed appearance.
6. Enhances position by excellent personal conduct in and out of school.
7. Demonstrates positive interpersonal relationships.
8. Demonstrates a sense of responsibility and decisiveness.

TERMS OF EMPLOYMENT: 261 days. Salary and work year to be established by the Board.

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

Signed: _____ Date: _____
(Director of Vocational/Adult Education)

Signed: _____ Date: _____
(Supervisor)