

JOB TITLE: VOCATIONAL EDUCATION SUPERVISOR

QUALIFICATIONS:

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

REPORTS TO: Superintendent

JOB GOALS: To administer all vocational programs in accordance with the educational goals in Chilton County. To assist students in providing transition from school to work under the jurisdiction of the Board of Education and local Superintendent.

PERFORMANCE RESPONSIBILITIES:

1. Submit annual program applications for funding and improvement to State Department of Education.
2. Submit policy and procedure information to local Board and Superintendent pertaining to program operation.
3. Plan and conduct In-Service programs for vocational personnel.
4. Responsible for adult programs for vocational education.
5. Responsible for money being spent from the vocational education budget.
6. File for reimbursements from state and federal money spent in vocational programs.
7. Set-up advisory council for vocational education and act as secretary to the council.
8. Responsible for submitting enrollment reports, preliminary and final to State Department of Education.
9. Notifies the maintenance department relative to needed repairs on vocational departments that may impact on health and safety.
10. Attend necessary vocational conferences pertaining to vocational education.
11. Assist in the recruiting, screening, hiring, training, assigning, and evaluating of the schools’ vocational personnel.
12. Submit to Superintendent long-range building and grounds needs related to vocational and adult education.
13. Visit business and industry for information relative to job market projections as they relate to the over-all objectives of vocational and adult education.
14. Responsible for the evaluation for the evaluations of vocational programs.
15. Responsible for grant programs under vocational programs.
16. Responsible for up-grading, replacing and obtaining quality equipment for Vocational programs.

17. Responsible for assisting special population students in vocational and special educational programs.
18. Responsible for working with rehabilitation students in vocational programs.
19. Responsible for over-all public relations of vocational programs.
20. Responsible for student placement.
21. Analyze data related to curriculum job preparation, job placement, and guidance of vocational students.
22. Be regular and punctual in attendance.
23. Maintain confidentiality of any school system related information.
24. Maintain proper and professional relationship with other employees.
25. Perform duties in a manner that promotes good public relations.
26. Be familiar with and follow Board of Education policies.
27. Perform other reasonable related duties as needed.

TERMS OF EMPLOYMENT: Twelve months a year, salary to be determined by current salary schedule.

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