

PROFESSIONAL STAFF POSITIONS (Vocational Director)

Appointment

1. The vocational director's position will be assigned with another administrative position.
2. The annual period of service shall be concurrent with the number of days as specified, dependent on the director's primary administrative responsibility, and may include additional time prior to the start and after the end of the school year.
3. The director's immediate supervisor is the building principal or another administrator assigned by the superintendent.

Duties

1. He/she shall be responsible to the superintendent for the administration, supervision, and general progress of the vocational education programming.
2. He/she shall consult with his/her immediate supervisor before making a decision or adopting a course of action for which there is no policy or precedent.
3. He/she shall keep the staff, students, parents, superintendent, board of education, and the general public properly informed about the progress of the vocational school.
4. He/she shall make personnel recommendations to the superintendent relative to the employment, assignment, and dismissal of the teachers, secretaries, custodians, teacher aides, and other persons for whom the director is directly responsible.
5. He/she shall plan, develop, and maintain a comprehensive, up-to-date vocational program and shall be responsible for maintaining and improving standards of achievement under this program.
6. He/she shall establish and maintain the discipline program in the vocational school.
7. He/she shall, in cooperation with individual staff members and program advisory committees, prepare and submit to the superintendent's office the vocational program budget prior to submitting the budget to the State Division of Vocational Education for approval.
8. He/she shall in cooperation with his/her staff prepare and submit to the superintendent's office requisitions for supplies and equipment for all departments according to prescribed procedures and time schedules.
9. He/she shall in cooperation with the business manager be responsible for maintaining an encumbrance budget, recording check numbers, dates of payment, and submitted reimbursement requests to the State Division of Vocational Education.

10. He/she shall be responsible to the business manager and the State Division of Vocational Education for the inventories of equipment, supplies, and curriculum.
11. He/she shall, in cooperation with the guidance counselors, maintain a beneficial vocational guidance program.
12. He/she shall submit to the division of vocational education pupil accounting which shall include enrollment, special needs, cooperative earnings, termination status, and follow-up information necessary for federal reporting.
13. He/she shall in cooperation with his/her staff establish and maintain effective program advisory committees, representing local labor, business, and industry, in addition to other entities in the community which indicate an interest in the training of the vocational school students.
14. He/she shall in conjunction with the activities director have general charge of vocational co-curricular activities, (i.e., FFA, FHA, etc.).