

JEFFERSON COUNTY SCHOOL SYSTEM
JOB DESCRIPTION
JEFFERSON COUNTY HIGH SCHOOL
VOCATIONAL DIRECTOR

Qualifications

1. Valid teacher's license with appropriate endorsement.

Essential Duties and Responsibilities

1. Develops and administers a comprehensive program of vocational-technical education;
2. Maintains a close working relationship with the community, state agencies, area businesses, industries and labor organization in order to provide an education program that is consistent with area needs;
3. Continuously appraises and evaluates the total vocational-technical education program to ensure that it achieves the established goals of providing the opportunity for students to prepare for gainful employment;
4. Maintains a current knowledge of all pertinent federal and state rules and regulations affecting vocational-technical education;
5. Advises and assists in obtaining state and federal funds for vocational-technical education programs;
6. Assumes responsibility for the collection, review and submission to state and Federal agencies of all forms and reports relative to vocational-technical education;
7. Supervises and evaluates all instructional personnel in the vocational-technical education program;
8. Coordinates the gathering, selecting and analysis of data with respect to jobs available to JCHS graduates;
9. Works to identify and define local job opportunities and the role of the schools in meeting these opportunities;
10. Coordinates all work based learning programs in the system;
11. Arranges and directs in-service training for all vocational-technical education teachers;
12. Interprets the vocational-technical education program to the public;
13. Prepares and administers the department budget;
14. Make recommendations for long-term adjustments, changes, additions and deletions in the vocational-technical program to meet changing job trends and needs;
15. Assists in the recruitment and screening of vocational-technical education teachers;
16. Maintains membership in and participate in the affairs of professional organizations devoted to the advancement of vocational-technical education;
17. Develops specifications, receive bids and recommend purchases of vocational-technical education equipment to the Director of Schools;
18. Attends all meetings necessary; and
19. Performs other duties as assigned by the principal and/or Director of Schools.