

9.3.11 DIRECTOR OF VOCATIONAL EDUCATION

Reports To: Assistant Superintendent

Dept/Campus: High School Campus

Wage/Hour Status: Exempt

Length of Contract: 240

PRIMARY PURPOSE:

Provide the district with leadership and expertise in the area of vocational education.

QUALIFICATIONS:

Education/Certification:

Master's degree in educational administration
Arkansas principal or other appropriate Arkansas certificate

Special Knowledge/Skills:

Working knowledge of curriculum and instruction
Ability to evaluate instructional program and teaching effectiveness
Ability to manage budget and personnel
Ability to coordinate campus functions
Ability to implement policy and procedures
Ability to interpret data
Strong organizational, communication, public relations, and interpersonal skills
Calm and patient demeanor with students and others

Experience:

Three years experience as a classroom teacher
Three years of experience in instructional leadership roles

The Board may find appropriate and acceptable alternatives to the above qualifications.

EVALUATION:

Directors employed by this district will be evaluated annually.

MAJOR RESPONSIBILITIES AND DUTIES:

1. Demonstrate relentless commitment to academic achievement of all students.
2. Demonstrate effective customer service strategies to all district patrons.

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3. Foster collegiality and team building among staff; encourage their active involvement in the decision-making process.
4. Communicate and promote expectation for high-level performance from staff and students; hold staff and students accountable for high performance; recognize excellence and achievement.
5. Articulate a clear direction for all students and staff; articulate a positive image of the school district and school district personnel.
6. Monitor instructional and managerial processes to ensure that program activities are related to program outcomes and use these findings for corrective action and improvement, as well as for recognition of success.
7. Work with staff to plan, implement, and evaluate the district curriculum on a systematic basis; include students and community representatives (when appropriate).
8. Plan and administer the student admission process for the vocational campus; make district program accessible and develop format for visits from other schools and community agencies.
9. Act as liaison and facilitator for other programs housed at the vocational campus.
10. Provide instructional resources and materials to support teaching staff in accomplishing instructional goals.
11. Provide for two-way communication with superintendent, assistant superintendents, central office personnel, staff, students, parents, and community.
12. Facilitate effective and timely resolution of conflicts.
13. Assist with securing appropriate certification for vocational personnel; maintain an open line of communication and working relationship with the Arkansas Department of Workforce Education.
14. Identify and develop a common vision with staff for school improvement; implement program improvement initiatives collaboratively with staff to ensure attainment of school's mission.
15. Identify, analyze, and apply research findings (e.g., effective school correlates) to promote school improvement.
16. Lead a collaborative process to develop campus performance objectives involving staff, parents, and community members.

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17. Develop, maintain, and use appropriate information systems and records necessary for attainment of campus performance objectives addressing each academic excellence indicator.
18. Interview and select all assigned campus personnel by utilizing the district-approved personnel process.
19. Define expectations for staff performance regarding instructional strategies, classroom management, and communication with the public.
20. Observe employee performance, record observations, and conduct evaluation conferences with all staff.
21. Serve as the district traveling representative to present and model the vocational education program to others.
22. Make recommendations relative to personnel placement, transfer, retention, promotion, and dismissal.
23. Confer with subordinates regarding their professional growth; work jointly with them to develop and accomplish improvement goals.
24. Comply with district policies as well as state and fiscal/facilities federal laws and regulations affecting the schools.
25. Develop budgets based upon documented program needs, estimated enrollment, personnel and other fiscal needs; implement programs within budget limits; maintain fiscal control; accurately report fiscal information.
26. Manage the use of school facilities; supervise maintenance of facilities to ensure a clean, orderly, and safe campus.
27. Direct and manage extracurricular and intramural programs including management of multiple activity funds.
28. Work with faculty and encourage student input to develop a student management system that results in positive student behavior and enhances the school climate.
29. Ensure that school rules are uniformly observed and that student discipline is appropriate and equitable in accordance with the Student Code of Conduct and student handbook.
30. Conduct conferences with parents, students, and teachers concerning school and student issues.

31. Use information and insights provided through assessment instruments, the district appraisal process, evaluative feedback from line supervisors, and professional development programs to improve performance.
32. Provide leadership in addressing challenges facing the profession; pursue professional development activities; disseminate ideas and information to other professionals.
33. Work in a supportive and collaborative fashion with district personnel; specifically with high school administration to ensure program alignment.
34. Demonstrate awareness of school/community needs and initiate activities to meet those identified needs.
35. Use appropriate and effective techniques for community and parent involvement.
36. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

Supervise and evaluate the performance of assistant principal(s), teacher(s), counselor(s), and support staff.

WORKING CONDITIONS:

Mental Demands:

Ability to communicate effectively (verbal and written); interpret policy, procedures, and data; coordinate campus functions; maintain control under stress; ability to manage others in a non-coercive manner; maintain a clear focus on customer service.

Physical Demands:

Occasional district and state-wide travel; frequent prolonged and irregular hours; ability to lift and carry 50 lbs.

Date Adopted: August 2, 2007
Last Revised:

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Employee

Date

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Supervisor

Date