

**District Vocational Coordinator
Job Description**

Purpose: The District Vocational Coordinator serves to ensure vocational program compliance and success across the district. To accomplish these tasks the District Vocational Coordinator must work closely with the staff and administration of the district.

Responsible to: Superintendent

Payment rate: Salary and benefits as established by the Board of Education

Qualifications:

1. Bachelors Degree or equivalent experience.
2. Health and Inoculation Certificate on file in the Central Office (after employment offer is made). Must maintain current TB testing as required by Health Department regulations.
3. Experience with vocational education programs.
4. Desire to continue career improvement by enhancing skills and job performance.

Physical Requirements/Environmental Conditions:

1. Requires prolonged sitting or standing.
2. Must work in noisy and crowded environments, with numerous interruptions.

All Employees are expected to:

1. Support and work to implement the vision and mission of the district.
2. Observe and follow school district policies and ensure their activities conform to district guidelines.
3. Communicate and work effectively and cooperatively with members of the school district and community.
4. React to change and frequent interruptions in a productive and positive manner.

Responsibilities:

1. Oversees all vocational programs and makes recommendations to ensure full compliance with federal and state regulations.
2. Acts as the district liaison to communicate vocational compliance or program updates to staff and the administration.
3. Frequently updates administration and staff on any changes regarding regulations, curriculum, procedures or other items which are needed to be successful.
4. Submits data for federal, state or local mandated reports as related to students and staff.
5. Attends workshops and professional conferences and communicates that information to continuously administer the improvement of vocational programs across the district.
6. Ensures that all financial opportunities to fund all district vocational programs are explored and are used to their fullest extent.
7. Organize, maintain, communicate and publish vocational profiles, curriculum, and/or data as needed or requested.
8. Respond to information requests in a cooperative, courteous, and timely manner.
9. Implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
10. Perform such other tasks as assigned from time to time.

Term of Employment: Supplemental contract to be renewed on an annual basis.

Evaluation: Performance effectiveness evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy

Approved: _____ **Date:** _____
Board President

Reviewed and agreed to by: _____ **Date:** _____
Employee