

JOB DESCRIPTION

TITLE: LOCAL VOCATIONAL EDUCATIONAL COORDINATOR (LVEC)

QUALIFICATIONS:

1. Wisconsin certification as an LVEC
2. Knowledge of the functions and curriculum of the entire vocational department
3. Established leadership ability
4. Ability to work well with other staff members, students and parents

REPORTS TO: District Administrator

SUPERVISES: Staff as assigned

TERMS OF EMPLOYMENT: As per District Handbook

PERFORMANCE RESPONSIBILITIES:

1. Provides leadership to the various vocational programs at all levels.
2. Coordinates the scope and sequence of the vocational departments.
3. Coordinates K-12 curriculum development, review, evaluation and articulation to meet the requirements of the State and District Standards.
4. Direct the development and review of program philosophy, goals and objectives for the vocational education programs.
5. Direct the development and/or review of the long range plan for vocational education.
6. Develop a needs assessment system to maintain, delete, update and establish instructional programs.
7. Work with the guidance department to establish a program of vocational guidance and counseling.
8. Assist staff in coordinating the curriculum alignment and articulation of vocational education programs.
9. Conduct evaluations of the vocational education program and the course content in each vocational education subject area.
10. Serve as a resource person to the staff, board and administration.
11. Attend local, regional and state meetings when requested to keep current on vocational education programming and issues and to continue professional growth.
12. Utilize the services of local, state and federal agencies responsible for vocational education.
13. Meet with vocational staff on a regular basis to determine and discuss program needs and concerns.
14. Follow guidelines for preparing applications for funding sources, including Carl Perkins, and complete and submit applications to appropriate agencies.

15. Keep accurate financial programmatic records in accordance with grant goals and objectives.
16. Utilize community resources in program planning operations.
17. Present annual reports to the district Curriculum Committee and the Board.
18. Performs such other tasks and assumes such other responsibilities as the District Administrator may assign.

Approved: 4/19/04