

TITLE: Supervisor of Vocational Education

QUALIFICATIONS: Set by State Certification Authorities

GOAL: To administer a vocational education program in the Richland Parish School System

SPECIFIC RESPONSIBILITIES

Contacts and relationships

1. Supervisory
 - a. Supervision received
 1. Directly Superintendent
 2. Indirectly: N/A
 - b Supervision exercised
 1. Directly N/A
 2. Indirectly: Vocational Personnel
2. Organizational
 - a. Internal
 1. Continuous contact with Superintendent and principals and faculty
 2. Frequent contact with central office personnel
 3. Occasional contact with Supervisors
 - b. External
 1. Continuous contact: N/A
 2. Frequent contact with SDE, regulatory agencies, and advisory groups
 3. Occasional contact with civic and academic organizations

Functions

1. Planning
 - a. Develop a plan of self-improvement and professional growth
 - b. Assess needs for vocational education services in the parish
 - c. Develop vocational education proposals with input from vocational education personnel
 - d. Develop orientation programs for vocational education personnel
 - e. Develop in-service training programs for vocational educational personnel
 - f. Develop schedule of Vocational Education Advisory Committee and subsequent committee agendas
 - g. Develop publications program for vocational education activities
 - h. Prepare purchase requisitions relevant to vocational education expenditures for processing by the business department
 - i. Assess annual budgetary requirements for vocational education operation for processing by the business department
 - j. Make recommendations to the Superintendent for policy changes
 - k. Assist in developing vocational curricula in the schools

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- l. Assist in developing pool of diagnostic tools for use in vocational classrooms.
- m. Plan for asbestos inspection and professional development that is mandated for asbestos management
- n. Plan for updates to the Richland Parish Policy Manual.

Implementation

- a. Conduct orientation of vocational education personnel
- b. Conduct in-service program for vocational education personnel
- c. Assist in the administration of diagnostic tests to locate pupil difficulties
- d. Administer meetings of the Vocational Education Advisory Committee
- e. Participate in professional growth activities
- f. Accumulate and submit statistical reports upon request
- g. Implement public relations relative to vocational education to inform and involve the public in the program
- h. Perform other duties assigned
- i. Inspect buildings as required for asbestos management
- j. Submit recommended updates to the Richland Parish Policy Manual for board approval

Control

- a. Maintain accurate records for audit.
- b. Monitor procedures relative to administration of the vocational education proposal
- c. Revise aforementioned procedures under the supervision of the Superintendent
- d. Conduct personnel evaluations of vocational education personnel upon request
- e. Monitor financial reports for vocational education
- f. Conduct program audits for compliance with proposal and state and federal regulations
- g. Monitor procedures relative to asbestos management
- h. Monitor policy manual updates and procedures

Other possible areas of assignment:

Any other duties as assigned by the Superintendent not excluding Drivers Education, Alternative School responsibilities, Surplus Equipment Sales, and Crisis Management Plans.

Employee's Signature

Date