

# WAUNAKEE COMMUNITY SCHOOL DISTRICT

## VOCATIONAL COORDINATOR

### Job Description

- QUALIFICATIONS
- 1) Certification as required by the State of Wisconsin.
  - 2) Any other qualifications the Board of Education or CESA may deem necessary or desirable.

REPORTS TO: Director of Instruction

#### GENERAL FUNCTIONS:

The vocational education coordinator shall be responsible to the director of instruction and work in conjunction with the principals.

#### SPECIFIC DUTIES AND RESPONSIBILITIES:

- A. The vocational education coordinator will:
1. Establish local advisory committees (consisting of representatives of business, industry and labor) and actively consult with them for the purpose of evaluating and updating the vocational curriculum and making recommendations for change.
  2. Work with vocational and regular education staff in the development of curricula for the non-college prep students.
  3. Conduct and direct staff development programs to improve the knowledge and abilities of secondary teachers relative to the needs of the non-college prep student.
  4. Help qualify the district for additional funding through the federal Carl Perkins Act.
  5. Insure completion and timely submission of all required forms and reports to the Department of Public Instruction (DPI).
  6. Develop and write program proposals through the DPI.
  7. Seek out and apply for private industry, foundation, etc. grants in support of vocational education.
  8. Administer programs as developed and funded through grant proposals.

9. Organize and schedule area-wide advisory committees for vocational education.
10. Work with principals and/or the director of instruction for developing new curriculum and updating existing curriculum. When the opportunity arises, use this to coordinate curricula between the cooperating schools.
11. Serve as a resource person to the director of instruction and/or principals in the area of staff development.
12. Actively research new programs and innovative ways of providing vocational training for the future.
13. Develop cooperative programs between the participating schools and Madison Area Technical College (MATC).
14. Serve as a resource person for the districts in the area of career education.
15. Serve as a resource person for the districts for Children-at-Risk programs; particularly assist in setting up programs designed to meet these student's needs.
16. Coordinate and develop programs between MATC and the high schools which foster cooperation in the use of facilities, instructors and the mutual acceptance of credits.
17. Insure that the district conducts its follow-up studies and needs assessments in the vocational education areas.
18. Perform all other duties as may be assigned.

Legal Ref.: Section 121.02(1)(a) Wis. Statutes  
 PI3 Wis. Administrative Code  
 PI8.01(2)(a)+(q)

Adopted: 4/22/91

Revised: March 1994

Waunakee Community School District