

OZARK R-VI SCHOOLS
JOB DESCRIPTION

TITLE: **INSTRUCTIONAL COACH- VOCATIONAL**

QUALIFICATIONS:

1. Educational Degree and Certification
2. Vocational Education Experience
3. Excellent organizational skills
4. Familiar with the district's policies and procedures
5. Demonstrated ability to communicate effectively, both orally and in writing
6. Ability to work with the adult learner effectively
7. Have an appropriate variety of computer skills

REPORTS TO: Building Principal/s

JOB GOAL: To support at the school level, the implementation of best vocational practices across the school district

PERFORMANCE RESPONSIBILITIES:

1. Serve as liaison between district office personnel and 7-12 vocational teachers
2. Facilitate discussions between buildings for vocational programs
3. Work with counseling staff to continue work on programs of study and personal plans of study
4. Participate in professional meetings and disseminate information
5. Represent the Ozark vocational program with the Department of Elementary and Secondary Education
6. Assist with reporting core data and Perkins data
7. Update the core data crosswalk
8. Monitor & assist in creating Perkins Plan requirements and deadlines to help maintain compliance, including financial records
9. Coordinate the advisory committee
10. Facilitate, create and apply for Enhancement Grants
11. Monitor the FACS grants and 50/50 grants
12. Assist with the Junior High Project Lead the Way grants
13. Create a 5-year vocational plan with teachers and administrators
14. Prepare the evaluation of vocational programs
15. Coordinate, proctor and assist with data reporting of assessments
16. Help select assessments
17. Monitor and promote articulation agreements
18. Promote vocational programs in the school and community
19. Plan and coordinate group PLC meetings
20. Assist with creating master schedule
21. Investigate new programs and apply for program approval
22. Assist teachers with all procedural items
23. Serve as liaison between administration and teachers when necessary
24. Work with special projects or other duties as assigned

PHYSICAL DEMANDS: Must be able to be mobile in and between school buildings and sit for long periods of time

TERMS OF EMPLOYMENT: Teacher contract plus 10 additional days as per school policy

TYPE OF POSITION: Exempt

EVALUATION: Evaluated annually by the secondary building Principal/s

APPROVED BY SCHOOL BOARD: February 21, 2019