CLARKSDALE MUNICIPAL SCHOOL DISTRICT
Vocational Director
Job Description

Qualifications:

1. Valid MS Certificate in Administration
2. Master Degree or Higher

Reports To:

Superintendent

Supervises:

Vocational Center Staff

Job Goal:

To provide students enrolled in the vocational education program with education and training of sufficient excellence that will enable them to enter the job-market or post secondary education upon graduation with well-developed skills and varied intellectual interests.

PERFORMANCE RESPONSIBILITIES:

1. Formulates and administers a comprehensive, modern program of vocational and technical education.
2. Maintains a close working relationship with community and state agencies, area businesses, industries, and labor organizations.
3. Maintains current knowledge of all pertinent rules and regulations affecting vocational education.
4. Evaluates the district's vocational program yearly, to ensure that the vocational program achieves its established goals.
5. Collects data, reviews forms, and reports relative to vocational education prior to the Superintendents submission to State and Federal agencies.
6. Supervises and evaluates all instructional personnel in the vocational education program and provides Superintendent with staff evaluation and/or improvement plans prior to recommending returning staff.
7. Makes all recommendations regarding hiring, suspension, non-renewal, or termination of staff to the Superintendent. (*All recommendations must be in accordance with MS Education Employment Procedures Laws, i.e., MS Codes 37-9-101 et seq. and 37-9-59*)
8. Makes recommendations to the Superintendent regarding adjustments, changes, additions, and deletions in the vocational education program that are needed to meet changing job trends.
9. Works with the high school principal to coordinate supervision of students during the school day including but not limited to lunch period.

Vocational Director (continued)

10. Works with high school staff to assist with the "early morning" and "after school" supervision of students.
11. Works with high school staff to host parent meetings, assembly programs and events that actively engage stakeholders in the education of students.
12. Arrange and directs in-service activities for staff.
13. Monitors MSIS information for district's vocational programs.
14. Assist in the training and recruitment of vocational teachers.
15. Implements rules and procedures in the Clarksdale Municipal School District Staff Handbook and Secondary Student Handbook.
16. Maintains a facility that is safe and conducive for learning at all times.
17. Maintain an inventory of the school's fixed assets and conduct a 100%audit to be filed with the district's fixed asset clerk on or before the close of each school term.
18. Accepts any responsibilities assigned by the Superintendent related to the areas of Vocational Education and Secondary Education.