

JOB DESCRIPTION - LOCAL VOCATIONAL EDUCATION COORDINATOR

Qualifications Shall possess Wisconsin Department of Public Instruction certification required for LVEC position.

Reports to High School and Middle School Principal

Job Goal The LVEC shall direct vocational and technical department programs to develop and implement age appropriate job-related experiences for all students to better prepare them for their future work environment.

Work Schedule Hours and days are determined by BEA Master Contract including a minimum of one period per school day for LVEC and one period per school day for school-to-work related assignments. Additional time is anticipated for curriculum and school-to-work (STW) related functions beyond the school day and normal school year.

Responsibilities:

Vocational and Technology Department Operation and Management

1. Convene regular departmental meetings (to include FCE, technology, agricultural science, and business faculty, high school principal and middle school principal).
2. Schedule departmental meetings to review articulation between intradepartmental and interdepartmental curriculum areas.
3. Coordinate and develop short term and long term departmental goals and objectives.
4. Coordinate departmental preparation of annual budget with middle school and high school principals.
5. Prepare and submit Federal and State proposals for funding.
6. Conduct and analyze surveys pertaining to vocational needs of students.
7. Complete all annual and other reports required by State and Federal agencies.
8. Ensure that gender equity is being achieved in all areas.
9. Update equity plan as required by DPI.

Curriculum

1. Review vocational and technical department curriculum with district curriculum coordinator (middle school

- principal) annually.
2. Review course offerings (additions, deletions, and/or modifications) with department faculty.
 3. Assist district guidance counselors in the implementation of portfolio assessment for students in grades 6-12.
 4. Promote and coordinate interdisciplinary projects between vocational and technology curriculum and general curriculum areas.
 5. Assess the total vocational program on a continuing basis.
 6. Attend meetings, seminars, and workshops to stay current on vocational needs.

School to Work Program

1. Coordinate Vocational and Technology department STW program with district guidance counselors.
2. Serve as district STW coordinator.
 - a. Develop a general familiarity with Youth Apprenticeship Program in order to assist students in making program decisions and completing related applications.
 - b. Become familiar with the specific Youth Apprenticeship Program in any occupational area in which the district is participating.
 - c. Have regular contact with each student through phone calls and visits to the work site or technical college.
 - d. Participate in grade/progress evaluations, at least once each grading period.
 - e. Serve as the point of contact for students enrolled in the Youth Apprenticeship program.
 - f. Communicate school information to youth apprentice and parents and participate in parent meetings.
 - g. Attend meetings of the youth apprenticeship steering committee.
3. Assist district guidance counselors with development and maintenance of district career center.
4. Monitor articulation between job shadowing, co-op, and youth apprenticeship programs.
5. Complete necessary regional STW consortium applications, surveys and evaluations.
6. Conduct needs assessments pertaining to vocational and career education.

Carl Perkins Funding

1. Attend and represent district at Carl Perkins consortium meetings.
2. Prepare in consultation with department faculty and administration annual Carl Perkins budget.
3. Monitor Carl Perkins budget including preparation of purchase orders and reconciliation of equipment to purchase orders.
4. Complete necessary grant applications and evaluations as required by the DPI and Department of Education.

Approved: March 2, 1998

Revised: