

Sparta Area School District

Article 244 - Specifications for Local Vocational Education Coordinator (LVEC)

The Local Vocational Education Coordinator will report to the Director of Instructional Services.

Qualifications:

1. Must meet state certification and licensure requirements.
2. Demonstrated leadership in vocational education.

Responsibilities:

1. Assisting the workplace coordinator in securing job placements for students into co-ops and youth apprenticeships.
2. Act as the recording secretary for local vocational education advisory committees.
3. Coordinate with the Guidance Department activities and opportunities in response to student vocational education needs, community employment needs and job placement information.
4. Complete proposals for the Wisconsin Department of Public Instruction (DPI) in coordination with the District's Instructional Services Office.
5. Complete reports and forms necessary for reimbursement under the Vocational Education Act.
6. Represent the District at meetings called by state education agencies on vocational education (CESA, DPI, Western Technical College Consortium, etc.)
7. Take necessary surveys of local high school graduates and community employers.
8. Participate in review and revision of vocational education curriculum and instructional methods based upon evaluation and current DPI standards.
9. Assist in developing the budget for Carl Perkins Grant funds for the following academic year.
10. Act as an advocate for vocational education programming.
11. Similar duties as assigned.

Legal Reference: Section 121.02(1)(a) and (q) Wisconsin Statutes
PI 3, Wisconsin Administrative Code 8.01(2)(a) and (q)

Cross Reference:

Approved: January 26, 2010

Revised