

CERTIFICATED

INSTRUCTIONAL SPECIALIST/VEA/ROP

Primary Function: To assist the administration and staff in the implementation of the district's VEA and ROP programs.

Directly Responsible To: Assistant Superintendent

The instructional specialist responsible for coordination of ROP/VEA programs shall complete the following tasks:

1. Direct, coordinate, and participate in long range planning of the total vocational education program within the school district.
2. Represent the district in matters relating to vocational education as delegated.
3. Assist in the development, coordination, and evaluation of vocational education, vocational guidance, and work experience education.
4. Assist in the development of inservice education programs for teachers, counselors, and other vocational personnel as needed.
5. Assist in the preparation of financial, statistical, descriptive, and other reports pertaining to vocational education, including ROP.
6. Assist in promoting and publicizing the total program of vocational education.
7. Maintain proficiency in occupational and educational theory and practice through attendance at inservice education programs as well as attendance at federal, state, regional and other conferences and meetings concerned with vocational education.
8. Develops budgets for the programs supervised.
9. Carry out other tasks and responsibilities as assigned by the Assistant Superintendent.