

RIM OF THE WORLD UNIFIED SCHOOL DISTRICT

TITLE

Coordinator of ROP

CLASS DEFINITION

Under supervision is responsible for the organization and supervision of the high school's Regional Occupational Programs, the Vocational Education Program and the Career Center; assures students fulfill their potential for intellectual, emotional and vocational growth; performs other related work as required.

QUALIFICATIONS

Experience: Experience and/or coursework in the areas of program organization, writing, implementation and evaluation preferred; experience as a classroom teacher required.

Education: Valid California teaching credential; valid Administrative Services credential

Skills: Ability to work effectively with students, teachers, administration and community. Ability to work with program schedules and budgets.

SUPERVISION FROM

School Principal or designated administrator

SUPERVISION OVER

ROP Instructors, ROP classified personnel and assigned students as appropriate

TERMS OF EMPLOYMENT

Length of work year: 200 days

Salary: Appropriate placement on Management Salary Schedule

ASSIGNED RESPONSIBILITIES

Organizational responsibilities include program curriculum development, budget preparation, establishment of advisory committees, responsibility for project approval at local, county and state levels, recruitment, counseling and placement of students; supervision of class on-site visitations, consultation with instructors regarding details or credentialing, attendance accounting, budget item acquisition, curriculum and transportation, advisory committee meetings and student counseling and follow-up; attend county meetings as necessary to obtain information for program development and implementation; prepare the VEA application and submit it for necessary approval, work with Rim vocational teachers and curriculum to certify appropriate personnel and programs for inclusion in VEA proposals, work with the administration and staff to develop VEA budget, develop and maintain records for identification of vocational students and services and prepare necessary forms, follow-up information and

OVER...

financial claim documents; supervise the Career Center by acquiring and organizing current materials and information in conjunction with the activities director; coordinate the college/career speakers and event calendar and programs; responsible for classroom programs for appropriate career awareness and information, staff in-service, and College Night programs, vocational interest and aptitude testing.

4/80

Board Approved: 6/80

Revised: 4/90