

**Bloomington Public Schools, School District 87
Position Description**

Job Title:	Vocational Education Specialist II	Job Grade:	6
Location/Dept:	BACC/RVS	FLSA Status:	N/E
Reports To:	Director ACC/RVS	Date Prepared:	9/2011

Job Summary:

Under indirect supervision, this position is primarily responsible for day-to-day coordination of attendance, scheduling, grades and application process and district notification for vocational education classes. Coordinates several other programs under the direction of the Career Center Director.

Job Duties:

* = Essential Functions

*Enters attendance information for all BACC students on a daily basis.

*Generates a number of attendance reports including daily absences, approved absences, Illini Data, add/drop list. Calls schools regarding attendance problems and enrollment lists. Distributes daily attendance record to each participating school. Based on responses, will make corrections of absence codes.

*Coordinates variable school schedules & calendars from each district and notifies teachers by monthly calendars of closings that differ from Bloomington Public Schools, School District 87. Will notify participating schools of any dates Bloomington Public Schools, School District 87 is closed when their schools are open. Informs each school administrator, with an updated ACC calendar on the 1st of every month, with changes and additions, including field trip schedules.

*Assists in resolving daily problems that may include busing situations, minor behavior problems, schedule adjustments due to field trip or assemblies etc.

*Provides student assistance in the office.

*Assists director with processing of information related to student discipline. In emergency situations, may contact principals, deans, counselors, or attendance offices. Verbally reports problems with students to participating schools.

*Coordinates Bloomington Area Career Center application process, including updating and distributing applications, receiving and conducting first level screening. Enters application information into the registration file data base. Forwards numbers to Director to determine potential number of sections needed. Students are then assigned to sessions by the Director and the incumbent. Notifies schools on enrollment and verifies "billing date" lists for enrollment. Notifies counselors and principals of student enrollment.

*Prepares and mails enrollment packets to students containing welcome letter and forms to be returned with signatures for processing enrollment.

*Assigns parking passes and resolves transportation related problems as needed.

*Coordinates student picture ID access.

*Coordinates collection of grades. Distributes grade sheets requesting information from teachers based on the participating schools' grading period. Distributes quarterly and semester grades to each home school. Enters progress reports into the student database and mails quarterly report directly to all parents/guardians, and a copy to each school administrator/counselor.

*Processes Athletic Eligibility grades as needed.

*Receives calls from parents regarding attendance or disciplinary communication. Attempts to assist parents, but will refer to the Director as needed. Retains notes of all telephone calls taken.

*Generates various reports upon request using Skyward, Excel, and Access, including monthly enrollments counts that provide information on students per school and students per class.

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*Coordinates busing with Illinois Central School Bus for Cosmetology, Health Occupations, Fire Science and Construction Trades Classes and field trips.

*Assists teachers in organizing field trips. Coordinates attendance with other schools. Distributes and collects parent permission forms. Posts field trips on ACC Web Calendar and ACC Office Calendar.

*Checks daily on AESOP staff/teacher attendance/leave. Prepare and have substitute information ready to hand out.

*Coordinates Night Co-Op and Summer Internship Classes. Responsibilities include: Developing the application, sending correspondence to principals and counselors, collection of registration information and fees, notifying students of acceptance, collecting grades and distributing information to registrars or guidance offices.

*Determines home school district and processes requests for private school reimbursement. Letters are sent to each superintendent for approval. Bills districts for reimbursement of student expenses. Provides bookkeeper information for billing purposes/tuition.

*Enters Master class schedules on Skyward, including active sections, teacher and room number for class rosters.

*Performs general clerical jobs, including phone, copy, mail and fax duties for administration and faculty.

*Keep Key file update for staff/teachers/sub.

*Assists Administrative Assistant when needed.

*Prepares a draft of the BACC News weekly to Director.

The above description covers the most significant duties performed, but does not exclude other occasional work assignments not mentioned, the inclusion of which would be in conformity with the skills and responsibility levels appropriate for this position.

Minimum Requirements:

High school education or equivalent plus additional training directly related to job requirements, equal to one year of full time study in a college, junior college, or secretarial school. Related course work in office administration or business most desired. Additional experience can be used to offset education requirement.

One year of prior related experience in an office environment with individual responsibilities for completing or coordinating projects.

Organizational skills and ability to maintain accurate records.

General clerical and keyboard skills and familiarity with basic PC applications.

Strong written and verbal communication skills.

Proven ability to work independently and to coordinate work efforts with others.

Demonstrated capability for working independently in an environment with constant interruptions and periods of high volume.

Approvals:

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Reviewed and approved by: _____ Date: _____
(Manager)

Human Resources: _____ Date: _____