

Chapter 86: Vocational, Assignment (Career and Technical Education)

Rule 86.1 Local Career Counselor. The local career counselor shall be utilized for specific guidance purposes.

1. This position shall be referred to as career counselor.
2. This position shall be concerned with helping students make the occupational choices, educational choices, and career evaluations that will lead them to meaningful, successful, and rewarding work.
3. Career counselors shall be housed and function within the organizational structure of the Career and Technical Education CTE Center, with the advice and counsel of the Career Dean/Director. In the absence of a CTE Center, the counselor shall function within the appropriate organizational structure of the local educational agency while providing career counseling.
4. Primary responsibilities of this position will be identified by the local educational agency to support career programs and generally include but are not limited to the following:
 - a. Provide individual and group vocational CTE of students.
 - b. Disseminate information regarding CTE opportunities.
 - c. Remain up-to-date on changing job-entry skill requirements and changing technologies in business and industry.
 - d. Inform local business and industry of vocational education programs in the schools, and seek information regarding their job requirements.
 - e. Arrange for business and industrial representatives to interview graduates/completers as prospective employees.
 - f. Select, administer, and interpret aptitude tests to assist students in making appropriate career choices.
 - g. Provide a placement program for students completing career and technical programs.
 - h. Gather and publicize information from the community regarding jobs available to all students.
 - i. Prepare follow-up studies of students completing CTE programs for the purpose of improving services and evaluating the effectiveness of career education.
5. Employment: This position shall be approved for one hundred percent (100%) employment for the above stated responsibilities.

6. Reimbursement: This position shall be considered as a career counselor position and shall be reimbursed from CTE funds according to State Board of Education Policy 9205.
7. Approval: The approval of funding for this position shall be made jointly by the Bureau of Instructional Development, the Vocational Administrative Team, and the Associate State Superintendent for Career and Technical Education.
8. Qualifications: The recruitment and selection of career counselors shall be the responsibility of the local educational agency and shall conform to licensure requirements.

Source: *Miss. Code Ann. 37-31-7(Revised 11/2011)*

Rule 86.2 Local Career and Technical Education CTE Administrator. The local career and technical education CTE administrator shall be utilized for specific vocational administrative purposes.

1. This position shall be referred to as CTE Director in secondary educational agencies. In postsecondary institutions, this position may be referred to as CTE District Dean/Director, CTE Dean/Director, or Assistant CTE Dean/Director.
2. This position shall be concerned with planning, organizing, directing, controlling, and coordinating the career and technical programs on a district-wide basis or within the local vocational center. This includes analysis and justification of activities to promote and organize career and technical programs to provide students with education and training.
3. Secondary CTE Directors shall function within the appropriate organizational structure of the local educational agency and shall authority in the administrative chain of command commensurate with principals.
4. Postsecondary CTE District Deans/Directors shall have authority in the administrative chain of command commensurate with academic deans. Other CTE Administrators will function within the appropriate organizational structure of the local educational agency with the advice and counsel of the CTE District Dean/Director.
5. All reimbursed secondary local vocational directors should be employed on a twelve (12) month basis when vocational reimbursement funds are available for the full twelve (12) months. However, state law prohibits the reimbursement of secondary vocational administrators for more than 10 months (200 days). When local boards of education and superintendents choose to employ vocational directors for a period of time longer than ten (10) months, it is encouraged that the local vocational director be employed on a twelve (12) month basis.
6. Generally, all reimbursed postsecondary local vocational deans/directors shall be authorized to be employed on a twelve (12) month basis when vocational reimbursement funds are available for the full twelve (12) months and at the discretion of the local educational agency.

7. Primary responsibilities of these positions will be identified by the local educational agency to administer high quality vocational programs and generally include but are not limited to the following:
 - a. Formulate and administer a comprehensive program of career and technical education.
 - b. Maintain close working relationships with community and state agencies and area business, industries, and labor organizations, in order to provide training consistent with needs.
 - c. Continuously appraise and evaluate the total career and technical program to achieve the established goals of providing the opportunity for people to prepare for gainful employment.
 - d. Maintain current knowledge of all pertinent rules and regulations affecting vocational education.
 - e. Assume responsibility for the collection, review, and submission of all forms and reports relative to vocational education to state agencies.
 - f. Supervise and evaluate all instructional personnel in the vocational education program.
 - g. Make recommendations for long-term adjustments, changes, additions, and deletions in the career and technical education program to meet changing job trends and needs.
 - h. Assist in the recruitment and screening of vocational teachers.
 - i. Maintain and inventory CTE equipment as listed in the Equipment Management Tracking System (EMTS).
8. Employment: This position shall be approved for one hundred percent (100 %) employment for the above stated responsibilities.
9. Reimbursement: This position shall be considered as an administrative position and shall be reimbursed from vocational funds according to State Board of Education Policy 9205
10. Qualifications: The recruitment and selection of CTE administrators shall be the responsibility of the local educational agency and shall conform with licensure requirements and the primary responsibilities in section G.

Source: *Miss. Code Ann. 37-31-7 (Revised 11/2011)*

Rule 86.3 Assignment Schedule of Local CTE Personnel. The Office of Career and Technical Education shall be responsible for collecting and monitoring the assignment schedule of local vocational personnel to insure that the following requirements are met:

1. Minimum Vocational Enrollment

All classes, on a per teacher basis, should have at least an average current year enrollment of ten (10) vocational-technical students. This also applies to multi-teacher departments on a per teacher basis.

2. Teacher Assignment (Secondary Instructors)

A minimum of a full-time teacher assignment for vocational activities shall be required for one hundred percent (100%) vocational employment. Any instructor not carrying a full-time teaching assignment for vocational activities shall have their percent of vocational employment adjusted proportionately.

3. Contact Hours (Community/Junior College Instructors)

A minimum of twenty (20) student-contact (instructional) hours shall be required for the community/junior college instructor to qualify for one hundred percent (100%) vocational employment. Any instructor not carrying a twenty (20) contact-hour workload during the preceding semester, and not carrying a twenty (20) contact-hour load during the current semester, shall have their vocational employment percentage reduced to one twentieth(1/20) of the one hundred percent (100%) vocational time reimbursement scale for each contact hour less than twenty (20).

4. Extended Contracts (Secondary Institutions)

MS Code 37-31-13 authorizes reimbursement to school districts for extended contracts for agricultural education teachers and other career related teachers who contribute to economic development. Administrators and counselors are not eligible. The expenditures are subject to approval by the Mississippi Board of Education with the funding level established by the state legislature.

5. Ten to Twelve Month Employment

CTE instructors and counselors employed on a ten to twelve (10 to 12) month basis and administrators must be engaged in activities directly related to their CTE program during the summer months in order to qualify for reimbursement. Violation of this policy will result in personnel being reimbursed on reduced contracts. An itinerary summary of activities and responsibilities of all CTE personnel employed during the summer months (over 10 months) shall be on file in each school district.

6. Educational Leave

Educational leave time for twelve (12) month reimbursed CTE personnel shall be restricted to six (6) weeks per year for the purpose of securing or maintaining minimum certification and licensing requirements.

7. Conference/Meeting Scheduling

Conference/Meetings which require teachers to be absent from the scheduled lab/classroom activities shall not be held except where activities involve student organizations. Local CTE personnel are expected to attend called CTE conferences and workshops that affect their employment.

Source: *Miss. Code Ann. 37-31-7 (Revised 11/2011)*

Rule 86.4 Work Based Learning Coordinator (Repealed 10/2011)