

3517.0080 SECONDARY ADMINISTRATIVE AND SUPERVISORY PERSONNEL.

Subpart 1. **Relevant rules.** Secondary administrative and supervisory personnel must meet the educational, technical, and occupational experience requirements in part 3517.0100 or 3517.0120 for each area of licensure sought. They must be licensed under the general provisions for licensure of instructional personnel in this chapter. In case of conflict, however, this part and parts 3517.0100, 3517.0120, 3517.8500, and 3517.8600 govern for secondary administrative and supervisory personnel.

Subp. 2. **Who must be licensed.** A person holding a position as a secondary vocational director or vocational supervisor must be licensed under part 3517.0100 or 3517.0120 if the director or supervisor:

A. devotes more than 50 percent of assigned time to administrative or supervisory duties that require the use of independent judgment;

B. directs other employees or adjusts their grievances on behalf of the employer; and

C. has the authority to recommend the hiring, transfer, suspension, promotion, discharge, assignment, reward, or discipline of other employees on behalf of the employer.

Subp. 3. **Licenses required.** Secondary local vocational program directors must hold Minnesota vocational licenses as secondary local vocational program directors.

Secondary supervisors and nonteaching coordinators or managers must hold Minnesota vocational licenses as secondary supervisors of the program area or special needs area to which assigned or as secondary program directors.

Postsecondary vocational directors or assistant directors assigned responsibility for secondary vocational programs must hold Minnesota vocational licenses as secondary local vocational program directors. For the period of July 1, 1987, to June 30, 1988, persons holding postsecondary vocational director or assistant director licensure and who were assigned verified secondary administrative responsibilities at any time from July 1, 1984, to June 30, 1987, are eligible for an entrance license as a secondary vocational director. To receive the license, they must submit a formal application, verifying their secondary assignment on the Secondary Vocational Staff Assignment Report (ED00375), and pay the processing fee. To renew the entrance license, the person must follow the renewal procedure in part 3517.0100, subpart 7, items A and B, including the peer review.

Subp. 4. **Duties of program director.** A local vocational director may be employed by a school district or a combination of school districts to administer and supervise vocational programs and courses in grades kindergarten to 12 and to perform the following duties:

- A. serving in one of the following administrative structures:
 - (1) an established or developing commissioner of education approved center;
 - (2) an intermediate district as an administrative coordinator for secondary programs; or
 - (3) a single school district or a combination of school districts;
- B. providing leadership for local planning in vocational education (for example, public and community relations, program planning and development, budgeting, procurement, staffing, evaluation, accountability, teacher education, communications, career education, guidance, placement, and follow-up); and
- C. managing secondary vocational programs and personnel reimbursed from federal or state vocational funds.

Subp. 5. **Duties of supervisors.** The duties of secondary local vocational supervisors are to:

- A. develop, organize, implement, supervise, and promote vocational programs in the assigned vocational discipline or special needs area;
- B. evaluate programs and instruction, equipment, facilities, and conditions for effective instruction to all students, including special needs;
- C. prepare vocational reports (descriptive and statistical) required by local, state, and federal agencies;
- D. recommend the purchase of equipment, supplies, and reference materials to the authorized local vocational administrator;
- E. organize and consult with advisory committees in cooperation with vocationally interested individuals, organizations, associations, and companies;
- F. provide leadership and encourage the development and improvement of vocational student organizations for all levels of programs assigned;
- G. coordinate the assigned vocational programs with other educational programs, including special needs services;
- H. provide for preservice and in-service teacher training in cooperation with teacher education institutions, business, and industry;

I. participate in relevant conferences and meetings to maintain currency in the assigned vocational discipline or special needs area;

J. when assigned to do so by the authorized local vocational administrator, direct other employees and adjust grievances on behalf of the employer;

K. when assigned to do so by the authorized local vocational administrator, make recommendations to hire, transfer, suspend, promote, discharge, assign, reward, or discipline other employees; and

L. for a special needs supervisor, provide for necessary support services to students with special needs.

Statutory Authority: *MS s 121.11; 125.185*

History: *11 SR 2407; L 1998 c 397 art 11 s 3; L 1998 c 398 art 5 s 55; L 2003 c 130 s 12*

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