

## Vocational and Adult Education

### AREA VOCATIONAL-TECHNICAL CENTER

#### I. Role and Mission

An Area Vocational-Technical Center (AVTC) is a specialized institution designed to provide job preparatory and supplemental vocational training opportunities for students at the secondary and post-secondary level. It is the intent of the Dade County Public Schools to work closely with business and industry in the Miami area, using this insight and advice to provide programs designed to prepare students for gainful employment, now and in the anticipated future. A high priority is placed on job placement of graduates and completers of vocational programs.

#### II. Administration

Each AVTC shall have a full-time administrator with a title of principal. The principal is responsible to the Superintendent of Schools through the appropriate area or assistant superintendent, as indicated by the Dade County Public Schools administrative organization.

#### III. Organization and Staffing

The principal of each AVTC shall be certified in Administration and Supervision of Vocational Education. The administrative staff shall include as a minimum an assistant principal for the day program and a vice principal for the evening program, both of whom are directly responsible to the principal. Additional staff shall be available as appropriate to the size and complexity of the facility, as indicated in the **Handbook for Computing Unit Allocations to Schools**.

#### IV. Programs

The program of the Center will consist of the following types of courses and activities:

- A. Occupational proficiency course: Instruction in a specific occupation or cluster of closely related occupations designed to develop those specific skills or proficiencies needed for gainful employment in a given occupation or occupational area.

Such courses are provided to persons meeting the following conditions:

1. Persons preparing to enter an occupation or a registered apprenticeship program
2. Persons who already have entered an occupation but desire to:

- a. Upgrade or update their occupational knowledge and skills
  - b. Learn new skills in order to achieve stability or advancement in employment
- B. Remedial or compensatory education course: Consists of instruction to correct any education deficiency or handicap which prevents a student from benefiting from the instruction related to the occupation or occupations for which the individual is being trained.
- C. Adult general education program: Offered principally in support of the career goals of the students enrolled including offerings at the basic literacy, elementary, and secondary levels.

V. Student Personnel Services, Guidance, and Counseling

The AVTC will provide student personnel services as an integral and functioning part of the center's operation. These services will be provided for high school youth, adults, and individuals with special needs. Both the day and the evening divisions will provide these services.

Following are examples of the information services which the School Board authorizes the student personnel staff to provide to students and the community under the direction of the Center's administration.

1. Individual appraisal service (testing and evaluation)
2. Student record service
3. Admission and registration information service
4. Counseling service
5. Financial information service
6. Follow-up information service
7. Job placement service
8. Foreign student advisement

VI. Student Organizations

Approved vocational education student organizations, when provided, shall be an integral part of the vocational instructional programs, and the activities of such organizations are considered as part of the curriculum.

## VII. Funding

The budgets for the operation of the AVTCs are prepared, reviewed, and approved in accordance with State Statutes. Procedures for the preparation and amendment of the annual budget are contained in the budget manual which is published annually by the Office of Budget.

The School Board shall budget and expend for the operation of Area Vocational-Technical Centers as required by State Board of Education Rules.

An annual report which shall indicate and identify the earned and expended funds to comply with Florida Statutes and School Board Regulations shall be submitted by the principal of each Area Vocational-Technical Center to the Superintendent. Such a report shall utilize FTE documents and other financial data.

## VIII. Capital Improvement Funds

Capital outlay funds are available to Area Vocational-Technical Centers from the State Department of Education through the Public Education Capital Outlay and Debt Services Trust Funds. Procedures have been developed by Dade County Public Schools, Division of School Plant Planning, for obtaining these funds.

Funds for capital improvements can be budgeted in the internal budgets of the Area Vocational-Technical Centers. Internal funds are generated from many sources from within the institution. Internal funds for capital improvements are budgeted by the center principal.

## IX. Internal Accounts

The policies and procedures for collecting and expending internal funds contained in the **Manual of Internal Accounting for Student Activity Funds in Secondary Schools** shall be followed by the Area Vocational-Technical Centers, whenever applicable. Procedures unique to the Area Vocational-Technical Centers will be developed when the need arises, if such procedures do not exist to meet unique circumstances.

## X. Purchase of Goods and Services

The procedures for purchasing goods and services for Dade County Public Schools are contained in Dade County Public Schools Rules 6Gx13- 3C-1.09.

Specific Authority: 230.22(2) F.S.

Law Implemented, Interpreted, or Made Specific: 230.63; 230.631; 230.64 F.S.

**History:**

New: 10-21-81

**THE SCHOOL BOARD OF DADE COUNTY, FLORIDA**