

## POSITION DESCRIPTION

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<b>TITLE:</b>	Carl Perkins Coordinator	<b>SUPERVISOR:</b>	High School Principal
<b>DEPARTMENT:</b>		<b>CLASSIFICATION:</b>	Extra Duty

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### **Position Responsibilities:**

The Carl Perkins Coordinator will organize and facilitate a fall and spring meeting of the district Carl Perkins team in order to create the yearly budget. Throughout the school year the coordinator will maintain records of budget requests and work with the district bookkeeper as the budget is spent down. In addition, the coordinator will attend Carl Perkins meetings outside the district in order to stay current with changes in the program.