

Communication Resource Developer for EBCE

TITLE: Community Resource Developer for Experience Based Career Education (EBCE)

REPORTS TO: Director of High Schools

SUPERVISES: N/A

JOB FUNCTION: Supervises the district-wide implementation of the EBCE program in coordination with the Director of High Schools; coordinates and supervises the network of community sites used for EBCE placements at all district high schools; and serves as a strong and cooperative team member in managing the program.

DUTIES AND RESPONSIBILITIES:

- Exhibits a broad base of knowledge about experience based education, community based instruction, interdisciplinary studies and school to work transitions as they apply to each individual student placement as it connects to curriculum.
- Uses public relations principles and a broad base of educational expertise to maintain a positive, effective, and efficient district-wide EBCE program image with the community, the school board, the high schools, and central administration. Markets the EBCE program to the community, parents and students, schools, and professional organizations. Responds to community and school personnel inquiries about EBCE program goals and functions.
- Receives requests for community-site recruitment needs, identifies potential and needed community sites using occupational outlook data, enlists cooperation from community sites for participation with the EBCE students, and receives letters of intent or signed requests for placement from participating community sites.
- Monitors the accuracy and effectiveness of the placement coordinator.
- Facilitates the district-wide implementation of the EBCE program. Gives encouragement, assistance, and direction to EBCE personnel, counselors, and administrators to meet individual school, staff, and student needs.

Communication Resource Developer for EBCE

DUTIES AND ARESPONSIBILITIES (CONT.):

- Coordinates development, preparation and mailings to the community, program graduates, and school personnel.
- Exhibits a working knowledge of and experience with technical and computer applications including word processing, data processing, desktop publishing and electronic mail.
- Prepares site related documents including site file folders, site file updates, and insurance information.
- Manages the district-wide EBCE budget.
- Coordinates and provides leadership for district-wide procedures, processes, and services among EBCE staff.
- Oversees the automation of program data and information. Coordinates district-wide start-up and close-out activities for EBCE.
- Collaborates with school counselors in implementing the Student Assessment and Education Program Planning—Student Career/Transition and Individual Graduation Plan (SC/T and IGP).
- Monitors the design and implementation of the EBCE program to assure consistency with the learning outcomes as defined by the 21st Century Learning guidelines.
- Serves as a liaison for the EBCE program to the Department of Instructional Improvement Services and Director of High Schools. Collaborates with school to work, at risk programs, and Worker Warranty as related to community-based instruction.
- Maintains regular attendance.
- Performs other duties as assigned.

Communication Resource Developer for EBCE

PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

EDUCATION AND EXPERIENCE:

- Master's Degree
- A minimum of five years of successful secondary teaching experience.
- Prior experience working with the business community is preferred.

LICENSES AND OTHER REQUIREMENTS:

- Valid Secondary Kentucky Teaching Certificate.

Original Date:

Revision Date: 06/1995

Revision Date: 03/1996

Revision Date: 11/1997

Revision Date: 07/2012