

PLACEMENT COORDINATOR FOR THE EXPERIENCE BASED CAREER
EDUCATION (EBCE)

TITLE: Placement Coordinator for the Experience Based Career Education (EBCE)

REPORTS TO: Director of High Schools

SUPERVISES: N/A

JOB FUNCTION: Provides assistance in the site placement process for students who are enrolled in the (EBCE) Program at all five high schools.

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
- Exhibits a working knowledge of and experience with technical and computer applications including word processing, data processing, desktop publishing, and electronic mail
- Uses public relations principles and a broad base of educational expertise to maintain a positive, effective, and efficient EBCE program image with the community, the school board, the high schools, and central administration
- Receives requests daily for placement of students from all high schools for placement in community sites
- Analyzes student placement requests daily to assure equity and accuracy and communicates any discrepancies with EBCE teachers and students

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DUTIES AND RESPONSIBILITIES (CONT.):

- Develops, modifies, and follows EBCE placement policies and procedures in a timely fashion
- Plans and implements technology to expedite communication among all EBCE team members
- Conferences with teachers and students to support optimum site selections
- Contacts community resource persons daily and arranges for actual student placement at community sites
- Prepares daily mailing packets and MS mail reports for all high schools
- Monitors the design and implementation of the EBCE Program to assure consistency with the learning outcomes as defined by the Kentucky Education Reform Act
- Organizes, files, and retrieves source documentation and confirmation paperwork necessary for every student placement (in excess of 1,000 per school year)
- Maintains and updates placements, daily site information files, both on computer and on folders, for all resource people, approximately 600 community sites, learning guides for those sites, and all students
- Completes confirmation paperwork and returns same to the individual schools in an accurate and timely manner
- Provides assistance in start-up and close-out activities for EBCE
- Coordinates automation of program data and information
- Prepares and disseminates an annual EBCE report
- Maintains regular attendance
- Performs other duties as assigned

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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:

- At least a Master's Degree
- 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: 03/1995

Revision Date: 03/1996

Revision Date: 07/2012