
EBCE PROGRAM MANAGER

TITLE: EBCE/SLC Program Manager

REPORTS TO: Coordinator, Career/Technical Education

SUPERVISES: N/A

JOB FUNCTION: Manages the district-wide implementation of the Experience-Based Career Education (EBCE) and Small Learning Communities (SLC) program activities at all five high schools; coordinates student placements with community sites for all EBCE and SLC programs; serves as liaison between business/community network, schools, teachers, parents, and students.

DUTIES AND RESPONSIBILITIES:

- Coordinates student learning through Experience-Based Career Education (EBCE), community-based instruction, academic integration, and school-to-work transitions.
- Serves as the district liaison for all **EBCE** activities that link schools to the business community.
- Utilizes public relations principles to maintain a positive and effective district-wide EBCE/SLC image within the community and school system.
- Markets and recruits community sites based on student need and potential.
- Provides assistance and direction to administrators, counselors, teachers, parents, and students for EBCE/SLC program.
- Exhibits a working knowledge of technical and computer applications (word processing, data processing, desktop publishing) in development and preparation of all office documentation (folder, updates, confirmations, insurance, mailing, etc.).
- Coordinates budget for EBCE/SLC programs.
- Collaborates with school personnel in implementing program planning strategies including academic internships, Individual **Learning** Plans, career assessments, and career majors.
- Actively participates in school to work/career-related committees within the Career/Technical education office.

EBCE PROGRAM MANAGER

DUTIES AND RESPONSIBILITIES (CONT.):

- Coordinates professional development for all EBCE/SLC personnel.
- Conduct orientation meetings for all incoming EBCE students and an end of the year recognition program for student and site representatives.
- Assists the Career/Technical Education Coordinator with the district-wide activities as needed.
- Perform other duties as assigned.
- Maintain regular attendance.

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, up to 30 pounds.

EDUCATION AND EXPERIENCE:

- BS Degree in Business/Marketing, Management, Human Resources, Education or other related area.
- Master's Degree with teaching experience preferred.
- Prior experience working with the business community is preferred.

LICENSES AND OTHER REQUIREMENTS:

- Valid Secondary Kentucky Teaching Certificate **preferred**.

EBCE PROGRAM MANAGER

Original Date: 05/2003

Revision Date: 07/2001

Revision Date: 07/2012