

Branch ISD

Job Description



Job title: Program Manager of Education Professions

Work Location: BACC

Classification: Professional (BIO)

Reports to: BACC Principal

☒ **Full Time**

☐ **Substitute**

☒ **Exempt**

Schedule:

☐ **Part Time**

☐ **Temporary**

☐ **Nonexempt**

7:50am to 3:05pm

Requirements:

1. Education and/or certification:
 - a. Valid Michigan Teaching Certificate and at least 5 years of teaching experience
 - b. Master's Degree in Education or related field
2. Experience:
 - a. Evidence of successful teaching experience
 - b. Preferred mentoring/supervising high school students

Essential Functions:

1. Mental Tasks:
 - a. Ability to understand written and oral instructions.
 - b. Ability to demonstrate appropriate verbal and written communication in the supervision and teaching of students.
 - c. Ability to practice the principles of team play with other members of the cluster.
 - d. Ability to learn new technology as it relates to Education Professions technology.
 - e. Ability to extrapolate information and put it into a finished document.
 - f. Ability to successfully do presentations to students.
2. Physical Tasks:
 - a. Ability to bend, stoop, squat, and kneel in handling correspondence, working on equipment, assisting students, etc.
 - b. Ability to lift and move objects of at least 50 lbs. (i.e. reams of paper, textbooks, supplies, etc.)
 - c. Ability to drive to and from work experience sites.
 - d. Ability to provide assistance to students needing help in the Education Professions Program.
3. Equipment:
 - a. Utilize office and classroom equipment such as telephone, computers of various types, printers, copiers, calculators, and other related equipment.
 - b. Utilize various software application programs as they apply to the Education Professions program.
4. This position requires face to face work, though remote work may be available on occasion.

Policy Requirements:

1. Adhere to applicable Master Agreement, district and/or building policies and procedures including the staff handbook, but not limited to:
 - a. attendance
 - b. business procedures
 - c. student discipline
 - d. safety (tornado, fire, ALICE, abuse/neglect procedures, etc.)
 - e. obtaining parental permission
 - f. personal appearance
 - g. emergency, accident or illness
2. Attend all required meetings and submit required reports on time.
3. Maintain student records, student objectives, and security/inventory of equipment and materials according to identified system.
4. Follow administrative directives, verbal and/or written.
5. Safely supervise students during contact hours.
6. Maintain confidentiality.
7. Remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the District.
8. Demonstrate acceptable ethical standards of the profession.

Job Performance:

1. Communication and interpersonal relationship skills expected:
 - a. Communicate clearly and accurately when writing/speaking.
 - b. Communicate student concerns to appropriate:
 - i. administrator

- ii. other school personnel
 - iii. external personnel
 - iv. parents (verbal, written, telephone and home contacts)
2. Management and organization skills expected:
- a. Complete assignments and paperwork accurately, on time, and without constant supervision.
 - b. Use a written instructional plan and operate an organized program according to identified system.
 - c. Know whereabouts of students at all times.
 - d. Recommend tool, equipment, material, and resource purchases.
 - e. Maintain an environment that is conducive to student learning by creating a balanced rapport among staff and students.
 - f. Supervise and train para-professionals as assigned relative to all instructional strategies and materials for implementing student program objectives.
3. Application of job knowledge expected:
- a. Demonstrate logical problem solving skills.
 - b. Demonstrate skill in assisting students to meet objectives and in utilizing educational equipment, materials, and resources.
 - c. Provide positive reinforcement to students.
 - d. Update instruction, program objectives, courses, curriculum, and instructional materials in a systematic way.
 - e. Utilize a variety of educational materials and techniques to meet individual needs of students.
 - f. Meet specific performance objectives developed jointly with immediate supervisor.

Duties:

1. Teach 1st year Education Professions students by creating lessons aligned with Education General's PCC (Perkins Core Competencies).
2. Support students with daily assignments and projects, dual enrollment, credential work, and placements.
3. Advise students in their student organization, FCCLA, supporting students with state competition projects, attend leadership opportunities and attend Fall and State Conference.
4. Assist with the implementation of students' individualized health care plans, IEPs and 504 plans.
5. Organize and assist with public relations program, tours, field trips, guest speaker visits, and education school visits.
6. Maintain an active advisory committee and attend meeting as necessary.
7. Assist with recruitment activities for potential students; which includes working closely with LEA counselors.
8. Evaluate student work and maintain accurate grades in skyward.
9. Collaborate with Education Professions year 2 program manager and technical assistant to develop a positive learning experience for all students.
10. Order and maintain school supplies and classroom materials, keeping a safe and productive learning environment.
11. Other duties as assigned.

Employee Name:

Employee Signature:

Date:

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This description reflects management's assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned. This is job description is not to be construed as an exhaustive list of all requirements and job duties and does not constitute a contract for employment. This job description is subject to change at any time.

Date Created: June 2021

Revisions: May 2022, February 2023, April 2025