



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

<i>Position Title:</i>	Program Manager Grades K-8
<i>Payroll/Personnel Type:</i>	12 Month
<i>Reports to:</i>	Executive Director of Career and Technical Education

Position Summary:

Perform the duties required to coordinate, facilitate and implement Career Education Programs in elementary and middle schools city wide and to work with teachers and students in SLPS in order to promote and strengthen career education programs and students' articulation to high school

Essential Functions:

- Write and update curriculums and projects geared toward career education in all schools for all grades K-7.
- Assess career education curriculum for appropriate content, applicability and methods.
- Contact schools to set up professional development for teachers in the area of career education.
- Visit and observe sites to monitor implementation of programs and suggest program revisions.
- Identify and develop community resources (materials, individuals or agencies) to enhance or assist with career education in the schools.
- Develop and implement citywide events and programs for students that reinforce career education skills taught in the classroom.
- Prepare information for board reports with the support of External Relations Unit.
- Research, compose, layout and distribute reports program marketing and educational materials for internal and external use.
- Coordinate student recruitment with high schools for CTE programs.
- Perform outreach to elementary schools to recruit students to schools for CTE programs.
- Advise teachers and students on opportunities for career education at the high school level and career/post-secondary opportunities available after high school.
- Attend evening and weekend program functions as required.
- Serve on committees for new schools.
- Research programs and 'best practices' in other local and national districts and develop plans to model and implement in the schools.
- Complete responsibilities as designated by Division of CTE annual plan.
- Apply for grants.
- Participate in volunteer activities.
- Prepare schools to represent the cluster programs at the annual 'High School Fair' (under development).
- Facilitate teacher and counselor professional development in the area of career education.
- Motivate and coach new teachers.
- Assist with organization of career education field experiences with local school staff.
- Facilitate and organize guest speakers with local school staff.



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- Form links with employers and business and professional organizations and recruit industry partners for our programs that provide career education experiences for students and teachers.
- Obtain in-kind services, donations and scholarships from industry partners.
- Performs other duties as assigned.

Experience:

- Minimum five to seven years of experience required

Education:

- Bachelor's degree required
- Master's degree preferred, but will accept experience and knowledge comparable to the degree required
- Broad knowledge of the Career and Technical Education discipline required

Knowledge, Skills, and Abilities:

- Good computer skills are a must
- Apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions
- Ability to interpret instructions furnished in written or oral form
- Ability to effectively work and interact with others

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light Work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.



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Review/Approvals:

Employee

Date

Immediate Supervisor

Date

Human Resources

Date

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.