

Branch ISD

Job Description



Job title: Program Manager of Health Sciences

Work Location: BACC

Classification: Professional (BIO)

Reports to: BACC Principal

☒ **Full Time**
☐ **Part Time**

☐ **Substitute**
☐ **Temporary**

☒ **Exempt**
☐ **Nonexempt**

Schedule:
 7:50am to 3:05pm

Requirements:

Qualification requirements which the Program Manager must possess:

1. Education and/or certification:
 - a. Valid Michigan Teaching Certification with Vocational Certification for Health Sciences (51.0000)
 - b. Or meets qualifications for Annual Career Authorization (ACA)
 - c. Preferred Bachelor's Degree in a Health Science field or Registered Nurse License
2. Experience:
 - a. 4,000 hours of recent and relevant work experience for ACA.
 - b. Preferred 3 years working in the medical field.
 - c. Preferred experience working with Career and Technical Student Organizations (CTSO).

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 health sciences.
 - 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)
 - c. Ability to drive to and from work experience sites.
 - d. Ability to provide assistance to students needing help in the Health Sciences 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 health sciences.
 - c. Utilize health sciences equipment (i.e., stethoscope, blood pressure cuff, etc.).

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, lock-down, 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 no 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. Ensure that curriculum is current and covers appropriate Perkins Core Competences.
2. Enforce safety rules and regulations.
3. Evaluate and grade students using established method.
4. Keep assigned area in order.
5. Evaluate and grade students using established method.
6. Maintain an active advisory committee.
7. Support and assist with youth clubs.
8. Test all students for competencies on an annual basis.
9. Maintain program equipment and order program supplies.
10. Assist with the implementation of students' individualized education and health plans.
11. Complete all SIP Self Review documentation.
12. Other duties as assigned.

Employee Name:**Employee Signature:****Date:****Date Created:** May 2024**Revisions:** Nov 2025