

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2018**

PROGRAM COORDINATOR - EPI

FLSA STATUS: EXEMPT – PAY GRADE: 20 – P

**JOB FAMILY: MANAGERIAL/SUPERVISORY – ACADEMICS
JOB FUNCTION: MANAGERIAL/SUPERVISORY**

GENERAL STATEMENT OF JOB

The Program Coordinator plans, coordinates and manages one or more college programs. Employees in this class act as liaison with academic program managers and faculty on issues including program development, planning, scheduling, problem solving, student success and orientation of faculty. Employee may also coordinate activities with other public entities. This position is responsible for approximately 50 adjunct faculty and academic advising for approximately 300 students. This position also coordinates the curriculum in compliance with State of Florida regulations.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Coordinate all facets of the EPI/Teach First Coast Alternative Teacher Certification Program under the direction of the Associate Dean of Education.

Develop and/or approve proposals for funding from federal, state and private agencies; work closely with resource development officers to develop effective grants; develop grant budgets and approve expenditures and records and oversee expenditures and records; develop project budgets and approve expenditures and records.

Interview, select, assign and evaluate the performance of adjunct faculty and assigned support staff.

Provide training and development activities for faculty and staff as needed.

Provide assessment, orientation and registration for students; advise, counsel and guide students on personal, academic and professional development and the Florida Professional Educator certification process and requirements.

Respond to correspondence and other inquiries regarding programs/projects and/or grants; maintain open lines of communication with community leaders and organizations with regards same.

Prepare a variety of statistical reports.

Serve on college committees such as scholarships, screening committees, etc; attend seminars, workshops, conferences and work groups as appropriate.

Oversee inventory of state property and coordinates uses of property.

Assist in continuous program improvements and focus on maintaining and expanding enrollment.

Approve work schedules, payrolls, annual and line of duty leave forms and requisitions.

Perform related duties as required.

SUPERVISION RECEIVED

Supervision is received from the appropriate administrator.

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SUPERVISION EXERCISED

Supervision is exercised over assigned staff.

MINIMUM QUALIFICATIONS

Requires a bachelor's degree from an accredited institution supplemented by six (6) years of related experience.

PREFERRED QUALIFICATIONS

Requires a master's degree from an accredited institution supplemented by five (5) years of related experience in Education.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including computers. Involves some physical effort, such as standing and walking, or frequent light lifting (5-10 pounds); or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Task may involve extended periods of time at a keyboard.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, lists, etc. Requires the ability to prepare correspondence, reports, forms, requisitions, etc., using prescribed format. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively with subordinates, co-workers, the public, supervisors, etc.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; to determine decimals and percentages; to perform high school algebra and to utilize descriptive statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in operating modern office equipment and machinery.

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Manual Dexterity: Requires the ability to handle a variety of office machines, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress, imposed by frequent deadlines, peak workload, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions.

Effective: 5/2010; revised 10/2018