

**FLORIDA STATE COLLEGE AT JACKSONVILLE  
JOB DESCRIPTION, 2024**

**DIRECTOR OF POSTSECONDARY TRANSITION PROGRAM**

**FLSA STATUS: EXEMPT – PAY GRADE: 24 – A**

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

**GENERAL STATEMENT OF JOB**

The Director of the Postsecondary Transition Program leads college-wide processes and practices involving recruitment, marketing, curriculum, admissions review, and student orientation for the Florida Postsecondary Comprehensive Transition Program (FPCTP) for students with Intellectual and Developmental Disabilities (IDD). This position leads community outreach to identify and establish partnerships, resulting in internship and employment opportunities for students in the program. This position collects, analyzes, and reports student data required by the FPCTP grant requirements and federal Comprehensive Transition and Postsecondary Program (CTP).

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

Manages and coordinates the day-to-day operations and ensures a supportive and inclusive learning environment for students and staff.

Supports families, students, and staff by providing general guidance on interpreting legal mandates and providing professional development training related to accessibility for students with Intellectual and Developmental Disabilities (IDD).

Develops, coordinates, and engages businesses, social services (Vocational Rehabilitation), and College leaders in advisory councils to develop student internship opportunities and job placement.

Guides students through their academic and professional careers (assists students through application, admissions, enrollment processes and work experiences).

Develops, implements, and manages budget for assigned grant and scholarship funding in compliance with the Florida Center for Unique Abilities, state, and federal guidelines.

Compiles and analyzes data required for annual reporting in compliance with FPCTP and Federal CTP to determine student enrollment, retention, and success rates.

Establishes strong relationships with families, College, and community partners by communicating through email, face-to-face, and group presentations to enhance program success.

Reviews and processes student problems and appeals that need attention and offers possible solutions.

Supervises and evaluates assigned staff; provides mentorship and leadership to staff; completes annual performance reviews and semi-annual check-ins; conducts and manages hiring, training, and supervision of staff. Provides coaching and facilitates professional development opportunities.

Performs other related duties, as required.

**SUPERVISION RECEIVED**

Supervision is received from the appropriate supervising administrator.

**SUPERVISION EXERCISED**

Supervision is exercised over assigned staff.

**MINIMUM QUALIFICATIONS**

Bachelor's degree from a regionally accredited institution and five (5) years of related experience

**PREFERRED QUALIFICATIONS**

Master's degree in education, social services, or related field from a regionally accredited institution. Credentialed in Exceptional Special Education. Experience in job placement and career development.

**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 issuing and receiving instructions, assignments and/or directions.

**Language Ability:** Requires the ability to read a variety of correspondence, reports, forms, brochures, lists, etc. Requires the ability to prepare correspondence, reports, forms, requisitions, etc., using prescribed format. Requires the ability to communicate effectively in standard English. 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 staff, students, co-workers and supervisors.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; to determine decimals and percentages; to utilize college algebra and 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 computers and modern office equipment and machinery.

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

**Color Discrimination:** May not require 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.

**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:** 2/13/24