

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: PROGRAM SPECIALIST

PAY GRADE: P-9

OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

With minimal supervision provides project coordination, organizes instruction and instructs. Serves as liaison between college, target population, community organizations and schools.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Bachelor's degree in education or related field required.
2. Years of experience in field: Three years teaching or administrative experience preferred.
3. Special skills or abilities related to position: Demonstrated ability to work with adults and children. Proficiency in verbal and written communications skills. Self-starter, able to initiate and follow through on programs and projects. Ability to organize, implement and evaluate programs.

ESSENTIAL JOB FUNCTIONS:

1. Assist in the development, supervision, coordination, expansion and evaluation of special college projects.
2. Work in cooperation with leadership to provide a comprehensive program.
3. Provide appropriate training for new teachers, aides and volunteers.
4. Teach, supervise and monitor classes to ascertain effectiveness of instruction.
5. Promote and publicize the program. Maintain constant liaison with community leaders, school personnel, and the professional personnel of the appropriate community business, industry, health or family-service organization or agency.
6. Assist in budget planning, grant writing and program evaluation.
7. Establish and maintain complete and accurate records. Prepare reports and maintain various records. Develop contracts of agreements concerning student participation.
8. Coordinate and assist with registration for the project.
9. Perform other incidental tasks with the goals and objectives of the position.

ESSENTIAL JOB FUNCTIONS (Continued):

- 10. Prepare, publish and distribute information brochures to promote the project.
- 11. Arranges for various field trips appropriate to the project.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office and classroom environment. Travel to educational sites as necessary to perform job.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Ocala and Citrus Campuses, or Hampton or Levy County Centers.

SUPERVISOR OF POSITION: Project Director