

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: PROGRAM SPECIALIST

PAY GRADE: P-1

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.

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

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 communication 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.

ESSENTIAL JOB FUNCTIONS (Continued):

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 or 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.
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.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.

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, Citrus and Levy Campuses, or Hampton Center

SUPERVISOR OF POSITION: Project Director