



## Classification Description

---

**Job Title:** Coordinator, Accelerated Pathways Programs- Academic Affairs

**Pay Grade:** 108

**Job Code:** 4079

**FLSA Status:** Non-Exempt

### **Job Purpose**

This position is responsible for all aspects of the Accelerated Pathways Programs, including Dual Enrollment, Early Admissions, and Collegiate Institutes. Responsibilities include supporting the Director, Accelerated Pathway Programs in the development and implementation of concurrent courses, supporting communications between the College and its service area's school districts that may include traveling to multiple sites, assisting in budget planning, data compilation and reporting.

### **General Responsibilities**

#### **Essential Functions**

Provides coordination of the Accelerated Pathways Programs across the five (5) school districts in southwest Florida, 30+ private schools, and homeschool students.

Maintains strong relations with school personnel. Manages the dissemination of forms and reports to the and from the high schools.

Coordinates processes that involve the concurrent instructors including onboarding and evaluation documentation.

Assists in the preparation of communication materials, including the website and operating handbook for the Accelerated Pathways Programs.

Coordinates the processes that allow eligible dual enrollment students to obtain the textbooks that the College is mandated to provide.

Manages the signed Inter-Institutional Articulation Agreements (IAA) particularly for the home and private schools.

Supports the Director, Accelerated Pathways Programs in budget management including submission of purchase order, reconciliation of expenditure and maintenance of accounts.

Supports the Director, Accelerated Pathways Programs with academic appeals, academic warnings, and student of concern notifications for the Accelerated Pathways Programs.

## COORDINATOR, ACCELERATED PATHWAYS PROGRAMS-ACADEMIC AFFAIRS

Supports the Director, Accelerated Pathways Programs with orientation training of the 150+ Guidance Counselors and Assistant Principals in southwest Florida.

Performs other duties as assigned.

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 duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can perform the essential functions of this job with or without reasonable accommodation.

### **Knowledge, Skills and Abilities**

#### **Minimum Qualifications**

Bachelor's degree from a regionally accredited institution of higher education.

Two (2) years of full-time professional work experience in an educational setting. Appropriate combination of education and experience may be substituted.

Demonstrated experience and proficiency using student database software.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail. Knowledge of software used to create paper and electronic (web-based) communications.

Ability to travel independently within the College's service district.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.

## COORDINATOR, ACCELERATED PATHWAYS PROGRAMS-ACADEMIC AFFAIRS

- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

### **Critical Skills/Expertise**

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

### **Work Conditions/Physical Demands/Special Conditions**

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: June 19, 2023. Revised: July 1, 2024.