



Classification Description

Job Title: Director, Accelerated Pathways Programs **Pay Grade:** Administrator

Job Code: 3764

FLSA Status: Exempt

Job Purpose

This position is responsible for providing leadership and direction for all aspects of the Accelerated Pathways Program, including Dual Enrollment, Early Admissions, and Collegiate Institutes. Responsibilities include the development and implementation of concurrent courses, serving as a liaison between the College and area school districts, budget planning, data compilation and reporting, and coordination of the College-wide Accelerated Pathways Program Committee. This is a College Administrator position serving under an annual employment contract. This position reports to the Provost/Vice President, Academic Affairs.

General Responsibilities

Essential Functions

Develops, implements, and maintains Accelerated Pathways Programs across the five (5) school districts in southwest Florida, area private schools, and for homeschool students.

Serves as a liaison between the College and the five (5) area school districts to evaluate and expand resources and services related to the Accelerated Pathways Program.

Monitors state policy changes related to the Accelerated Pathways Program and revises the Inter-Institutional Articulation Agreement (IAA) as needed. Coordinates the annual revision and board approval of the IAA with the five (5) area school districts, private schools, and homeschool programs.

Maintains strong relationships with district personnel and ensures that innovative and effective professional development opportunities are provided at all levels (P–20).

Ensures that each of the Accelerated Pathways Programs adheres to College Operating Procedures, accreditation standards, and all appropriate state statutes and rules.

Assists with the departmental budget, oversees department expenses, and maintains necessary budget and financial documentation for the department. Recommends the acquisition of and supervises the maintenance of resources and equipment for the department.

Compiles data and prepares monthly and annual reports for the department.

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Assists with student recruitment, provides training and support to staff, parents, and students, and supports with student advisement across the three (3) Accelerated Pathways Programs.

Prepares, coordinates, communicates, reviews, and approves academic appeals, academic warnings, and student-of-concern notifications for the Accelerated Pathways Program.

Develops and maintains accurate, current communication materials, including the program website and operating handbook, for the Accelerated Pathways Program.

Develops and delivers orientation training to more than 150 guidance counselors and assistant principals throughout southwest Florida.

Assists Academic Departments with the recruitment, qualification, and onboarding of concurrent faculty.

Prepares reports to ensure concurrent faculty remain in compliance with Canvas usage requirements, the Adjunct Faculty Handbook, and portfolio performance review requirements.

Establishes operating procedures and systems to support efficient and equitable application, admission, testing, and registration processes for all Accelerated Pathways students.

Supervises assigned staff; recruits, interviews, and recommends candidates for hire; prepares performance evaluations in accordance with applicable policies; recommends or arranges appropriate training for staff; and provides regular guidance and support to ensure departmental objectives are achieved.

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 to determine if she/he can perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

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

Three (3) years of full-time professional experience working as an educator or in a related position.

Personal and educational philosophy compatible with the goals, objectives, and mission of Florida SouthWestern State College.

Demonstrated experience using a personal computer, office software (e.g., Microsoft Office) and electronic mail.

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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.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze, and present information in a meaningful manner.
- Collaborate and work effectively with individuals from a variety of backgrounds and perspectives.

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 and respect in interactions with individuals with varying perspectives, experiences, 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 communicate 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, and walking. On occasion, incumbents may be required to lift 20 or more pounds.

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Environmental: Normal general office.

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

Approved: April 16, 2018. Revised: October 2, 2018, March 6, 2023, March 24, 2026, July 29, 2026, and October 15, 2026.