



Classification Description

Job Title: Director, Accelerated Pathways Program 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 Accelerated Pathways Program College-wide committee. This is a College administrator on annual contract position.

General Responsibilities

Essential Functions

Develops, implements and maintains accelerated pathways programs across the five (5) school districts in southwest Florida, 30+ private schools, and homeschool students.

Serves as a liaison between the College and five (5) area school districts to evaluate and expand resources and services related to the accelerated pathways program.

Monitors state policy changes that relate to the Accelerated Pathways Program and revises the Inter-Institutional Articulation Agreement (IAA) accordingly. Coordinates the annual revision and board approval of the IAA with five area school districts, private schools, and homeschool students.

Maintains strong relations with district personnel and ensures that innovative and successful professional development occurs at all levels (P-20).

Ensures that each of the accelerated pathways programs adhere to College Operating Procedures, Regional Accreditor and NACEP principals of accreditation, and all appropriate state statutes and rules.

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

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

DIRECTOR, ACCELERATED PATHWAYS PROGRAMS

Assists with student recruitment, staff/parent/student training, and student advisement in each of the three Accelerated Pathways Programs.

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

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

Develops and delivers orientation training to the 150+ guidance counselors and assistant principals in southwest Florida.

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

Prepares reports to ensure concurrent faculty are in compliance with Canvas usage requirements, the Adjunct faculty handbook, and portfolio performance reviews.

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

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 safely 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 other relevant 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 such as MS Office and electronic mail.

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.

DIRECTOR, ACCELERATED PATHWAYS PROGRAMS

- 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 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: April 16, 2018. Revised: October 2, 2018, and March 6, 2023.