

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### ADULT & COMMUNITY ENRICHMENT (ACE) PROGRAM MANAGER, SUNCOAST TECHNICAL COLLEGE

**SALARY SCHEDULE: ADMINISTRATIVE – F**

**COST CENTER: SUNCOAST TECHNICAL COLLEGE**

#### **QUALIFICATIONS**

- (1) Master's Degree from an Accredited Educational Institution or a Bachelor's Degree and five (5) years experience in program or project management.
- (2) Preferred: Experience with adult enrichment.
- (3) Demonstrate proficiency in Excel.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Ability to serve secondary, post-secondary, and/or adult community students. Effective working relationships with community resources. Ability to work effectively in a multi-ethnic environment. Ability to provide leadership in a participatory management environment using a consensus building approach. Ability to plan, organize, and prioritize activities related to assignment. Ability to read, interpret, and enforce the State Board rules, Code of Ethics, School Board policies and appropriate district/state evaluation procedures. Ability to plan, implement, and evaluate programs for maximum effectiveness using a high level of oral and written communication skills. Ability to use data in the decision-making process. Ability to use technology resources effectively.

#### **REPORTS TO:**

Director or Assistant Director, Suncoast Technical College.

#### **JOB GOAL**

To provide leadership, coordination, technical assistance, and support in the development and operation of quality programs to meet the needs of students and the community. Responsible for the day-to-day operation of secondary, post-secondary, and/or adult community programs.

#### **SUPERVISES:**

Classified and/or Instructional staff as assigned.

#### **PERFORMANCE RESPONSIBILITIES:**

- \* (1) Ensure that the Missions and Goals of the institute are reflected in all educational programs and operations.
- \* (2) Secure appropriate resources to meet the demands of the program.
- \* (3) Support the Director and Assistant Director(s) in building a culture that supports learning and encourages innovation.
- \* (4) Responsible for the development, implementation, and evaluation of program(s), including technology.
- \* (5) Supervise curricular and extracurricular activities as assigned.

## Program Manager, Suncoast Technical College (continued)

- \* (6) Develop the master schedule and assign students and staff in areas of responsibility.
- \* (7) Gather, analyze, and interpret data related to program(s) performance.
- \* (8) Assist in coordinating the School Accreditation process and manage advisory board activities.
- \* (9) Coordinate the creation of professional development plans and activities.
- \* (10) Monitor and assist substitute teachers.
- \* (11) Monitor student attendance.
- \* (12) Consistently and fairly administer the school's discipline policies.
- \* (13) Model and maintain high standards for professional conduct.
- \* (14) Maintain visibility and accessibility.
- \* (15) Ensure quality program marketing is taking place.
- \* (16) Support and attend community functions.
- \* (17) Assist in establishing and implementing a safe orderly school plan.
- \* (18) Monitor campus facilities to ensure safe, clean facilities and well-kept grounds.
- \* (19) Involve the school community in the decision making process at appropriate levels.
- \* (20) Establish and maintain effective communication procedures with parents, students, staff, and the community.
- \* (21) Develop and maintain the department budget within guidelines and policies.
- \* (22) Identify, pursue, and manage grants in areas of responsibility.
- \* (23) Monitor and facilitate a system of procuring materials, supplies, and equipment.
- \* (24) Administer the allocation of resources and maintain appropriate records for assigned areas of responsibility.
- \* (25) Supervise assigned personnel, conduct annual performance appraisals of Classified and Level 2 Instructional Staff and make recommendations to the Assistant Director(s) and/or Director for appropriate action.
- \* (26) Respond to inquiries in a timely manner.
- \* (27) Maintain a network of peer contacts through professional organizations for the purpose of student recruitment and placement.
- \* (28) Prepare and/or oversee the preparation of all required reports and maintain appropriate records.
- \* (29) Sustained focus and attention to detail for extended periods of time.
- \* (30) Perform other incidental tasks consistent with the goals and objectives of this position and as required by the Director and/or Assistant Director(s).
- \* (31) Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move object.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No. 10.**

\* Essential Performance Responsibilities