

COORDINATOR OF ACADEMIC SKILLS - E.O.C.

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Assistant Dean for Academic Affairs, an incumbent of this class performs a wide variety of administrative functions relating to program planning and implementation of objectives within an area of Academic Affairs. Supervision is exercised over educational and clerical personnel as assigned. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists in the development of all remedial, academic, and vocational program schedules, according to established guidelines;

Assists in the preparation of academic calendars and the scheduling of snow make-up days;

Assists in the preparation of curricula for Academic Skills, courses and instruction, and orients new instructors assigned to teach in the evening;

Assists in the supervision of all academic programs;

Assists in the coordination of the evening programs by distributing and recovering all instructional materials, preparing timesheets, checking distribution lists and ensuring classroom coverage;

Facilitates student events held in the evening such as, student orientation, Career Day; Health Fair, Guest Speaker events; Holiday Celebrations, etc.;

Assists in the preparation of reports for the Assistant Dean of Academic Affairs, as required;

Assists in the administration of diagnostic and proficiency tests such as: GED, NYS Placement, and TABE;

Assists in identifying tests which may be used in planning programs for students;

Assists in planning and implementing professional development activities for faculty;

Performs other administrative functions as assigned by the Assistant Dean of Academic Affairs.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principles and practices of educational administration, curriculum development, organization and development; familiarity with issues effecting educationally and disadvantage student groups; ability to make clear and accurate analyses of facts; ability to become familiar with and apply laws, regulations, policies, practices; ability to plan and assist in the work of others; ability to present data and reports and ideas clearly and concisely both verbally and in writing; tact; courtesy; good judgement; reliability; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Bachelor's Degree* and either: (a) four years of administrative and/or teaching experience in the field of adult education, two years of which must have been in a supervisory capacity; or (b) Master's Degree* in Education or a closely related field and two years of administrative and/or teaching experience in the field of adult education, one year of which must have been in a supervisory capacity; (c) a satisfactory combination of training and experience as defined by the limits of (a) and (b).

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.