

PROGRAM COORDINATOR - COMMUNITY COLLEGE (GENERAL)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the appropriate Director, an incumbent of this position is responsible for a range of activities including the coordination of projects with county departments, grantee agencies, various community agencies, colleges and high schools; implementation of the recruitment plan, assessment, credential review, skill assessment, basic and specific skill assessment, final project selection and, the customized orientation; preparation of press releases, development and implementation of a program evaluation design. Supervision is exercised over clerical, professional staff and adjuncts as appropriate. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Develops and implements educational programs;

Develops and implements program evaluation plans;

Selects program equipment and supplies;

Works with department heads or Associate Deans to identify and select appropriate staff for the orientation and instruction;

Customizes and adapts orientation and training processes as needed to meet needs of participants;

Customizes, adapts and implements the assessment process;

Insures the achievement of project goals and objectives;

Makes periodic reports to the Director on the status of project implementation;

Prepares status reports for funding sources, as required;

Maintains contact with County Personnel and designated department heads to identify vacancies;

Publicizes the projects as necessary;

Works with local and state funding sources to identify funds for other projects.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principles and practices of educational program administration; good knowledge of community organizations and funding resources for educational programs; ability to communicate effectively both orally and in writing; good judgment; initiative; patience; human relation skills; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and a Bachelor's Degree* and two years experience in education or education administration.

SUBSTITUTION: Coursework toward a Master's degree* may be substituted at the rate of thirty credits per year of experience.

*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 Education Department as a post-secondary, degree-granting institution.