Job Title:	Program Coordinator Basic Skills	**Job Code:**	3091
Department:	Community Development Basic Skills	**Grade:**	K
Date:	July, 2004	**FLSA:**	Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Plan and coordinate the activities at the Basic Skills sites, provide staff support to the Director, manage the activities of faculty and staff; determine Basic Skills training needs, which will include distance learning.

Characteristic Duties and Responsibilities:

1. Assists the administrator in developing planning, implementing and administering goals and objectives of the assigned area.

2. Recruits, interviews, recommends trainers/instructors/staff and provides orientation for assigned area; monitors and evaluates trainer/instructor/staff performance.

3. Prepares documentation for the origination of classes; schedules dates, rooms and trainers/instructors; Proofs class schedule for accuracy.

4. Monitors course offerings and recommends additions, changes, deletions to keep program/area current; coordinates the development of course outlines and materials in assigned area.

5. Initiates the marketing of assigned program areas; recruits students; work with marketing staff and prepares marketing materials and literature for distribution to potential students; makes presentations to schools, organizations and agencies.

6. Provides administrative assistance to immediate supervisor; develops prepares and presents recommendations and reports; coordinates activities with other program areas.

7. May teach courses within the assigned area; demonstrates high degree of skill in teaching; models effective teaching techniques for trainers/instructors.

8. Advises students on a variety of academic and administrative matters; assesses students in training needs for program/area; suggests alternate courses of action.

9. Identifies qualified persons to serve on advisory committees and recommends to administrator; Meets with advisory committee and follows up on recommendations; submits committee meeting minutes.

10. Reviews need for equipment, supplies and instructional materials and recommends purchase; supervises facilities, if assigned for proper use, safety, security and maintenance.

11. Ensures program accreditation, certification and licensure; represents the program and college at meetings of professional organizations.

12. Ensures the submission of initial employment forms for employees; Assists students with job placement.

13. Designs and delivers sales presentation to business and industry.

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Reporting Relationships:

Direction Received: Receives general guidance and direction from the Dean or Associate Dean. Receives direct supervision from the Division Director/Director.

Direction Given: Provides functional direction and guidance to faculty and support staff for program direction and administration.

Minimum Requirements:

Bachelor's Degree. Experience working with distance learning in Basic Skills area, such as ESL, ABE, GED and AHS. Evening and some weekend hours.

Knowledge, Skills, Abilities and Worker Characteristics:

Principles and practices of program management.

Methods and techniques of program development and evaluation.

Principles of supervision including employee training and performance evaluation.

Principles and practices of grant proposal preparation.

Principles and practices of financial record keeping.

Methods and techniques of program marketing and publicity.

Computer technology and application.

Oral and written communication skill.

Working Conditions:

Typical office environment.

Signature: _____ Date: _____