State College of Florida, Manatee-Sarasota
Job Description

Job Title: Coordinator, Alternative Certification Program (ACP)
Reports to: Director, Educator Preparation Institute
FLSA Status: Exempt
Level: 212
Position Class:

Job Summary:
The Coordinator of the Alternative Certification Program will assist the Director of the EPI to develop, coordinate, assess and expand (as appropriate) the State College of Florida, Manatee-Sarasota Alternative Certification Program in cooperation with both Manatee and Sarasota school districts and the University of South Florida Sarasota/Manatee. Additionally, the ACP Coordinator will teach classes as needed. This position calls for excellent skills in management as well as interpersonal communication, data analysis, and multitasking. Duties extend to three campuses.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job. Applicants may be asked to demonstrate any or all of the following duties:

1. Supervises and evaluates students in the state-required field experience as assigned on a yearly basis by College need.

2. Assists and/or coordinates operations of the Alternative Certification Program, including grant writing.

3. Researches ongoing legislation in alternative teacher certification preparation and provides timely recommendations to the EPI Director.

4. Identifies, selects, advises, and orients prospective alternative teacher education students.

6. Develops strategic plan and recruits mentors for the mentoring component of program.

7. Recommends a strategic plan for the ACP that includes site-specific goals, action plans, and assessment methods with special emphasis on addressing the local critical teacher shortage.

8. Develops, oversees, and evaluates ACP courses, class schedules, delivery methods, instruction, on-line portfolio, and ACP use of educational technology on all campuses.

9. Keeps current regarding best practices in both teaching and program innovation and identifies and recommends professional development opportunities for teachers in the ACP.

10. Researches, makes recommendation for and develops use of on-line portfolio for assessment of ACP participants.

11. Works effectively with Corporate and Community Development in the management of the Alternative Certification Preparation Program and collaborates with Enrollment Services and the Career Resource Center to facilitate advising activities conducted by the Advisor, Student Development, ACP position.

12. Collects and evaluates data to track student progression and to improve performance of the alternative certification teacher preparation program. Develops procedures for collection of required state data.

13. Works with EPI Director and appropriate State College of Florida, Manatee-Sarasota offices to seek funding from federal and state governments and private sources.

14. May serve on local committees and Boards related to alternative teacher education, and travels when appropriate.

15. Serves as a model for the INTASC Dispositions.

16. Develops relationships and job opportunities with school districts.

17. Maintains current and accurate FLDOE certification requirements, knowledge of school district employment laws and College rules and procedures and may travel to state level EPI meetings as required.

18. Serves as mediator, on students’ behalf, during mentoring, field experience, and shadowing situations.
19. Seeks financial aid and scholarship support for qualified ACP participants.

20. Assists EPI Director with coordination of PolyCom instruction and instructional technology labs.

21. Performs other duties as assigned.

**Job Qualifications:**
The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**
  Master’s degree in Education required. Minimum of five (5) years’ teaching experience at the post-secondary or K-12 district level. Knowledge of alternative certification and recertification preferred. Knowledge of preK-12 education administration preferred.

- **Supervisory Experience:**
  No supervisory experience required.

- **Language Ability:**
  Ability to write reports and business correspondence. Ability to effectively present information in group settings, and to respond to general public, colleagues and students. Excellent English listening and speaking skills required. Ability to work effectively with student, faculty, staff and administrators.

- **Math Ability:**
  Must have understanding of basic statistics used in data collection.

- **Reasoning Ability:**
  Ability to exercise a high degree of attention to detail and organization.

- **Computer Skills:**
  To perform this job successfully, the candidate should have basic knowledge of word processing, spreadsheet, Internet, e-mail, and presentation software.

- **Certificates and Licenses:**
  Certification in K-12 education preferred.

- **Responsibility for People and Property:**
  None required.
Responsibility for Communications:

- **Internal Contacts:**
  This position has routine contact with administrators, faculty, staff and students.

- **External Contacts:**
  This position has routine contact with school district administrators and teachers, university administrators and faculty, community donors, community supporting agencies, (i.e., private, alternative K-12 school and charter school professional support organizations). Occasional contact with other State and national community colleges and universities.

Work Environment:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate.

Physical Demands:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is routinely required to sit, use manual dexterity, and talk or hear. The employee is frequently required to reach with hands and arms, and lift up to 10 pounds. The employee is occasionally required to stand, walk, and taste or smell, and life up to 25 pounds. Specific vision requirements include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

General Performance Standards and Expectations:
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. **Mission and Goals:** Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.

2. **Customer Service:** All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.

3. **Grooming and Appearance:** State College of Florida, Manatee-Sarasota employees
are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.

4. Safety Awareness: State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. Attendance Standards: State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. Training: State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. Continuous Improvement: State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.

**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.

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<tr>
<th>Title</th>
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<td>Preparing Manager</td>
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