State College of Florida  
Job Description  

Job Title: Coordinator, Early Success Program  
Reports to: Vice President of Educational & Student Services  
FLSA Status: Exempt  
Level: 211  
Position Class:  

Job Summary:  
Provides development, implementation, coordination, and data input in the support of Early Success Goals and Objectives as provided by Learning Gateway Legislation, under the supervision of the Vice President of Educational & Student Services. This position is the point of contact for college administrators, faculty, staff, the public and Community agents.  

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. Prepares Annual Request for Proposals (RFP) and negotiates service contracts in collaboration with the Purchasing Department of Business Services and Public Safety.  
2. Attends and represents the Early Success Program at community based committees/groups/meetings as needed.  
3. Conducts monitoring activities and provides oversight of outside project managers, contractors and vendors as it relates to Early Success RFP service agreements.  
4. Coordinates and arranges meetings, prepares agendas, records and required materials, and reserves and prepares facilities.  
5. Takes minutes of meetings, as required. Prepares minutes for distribution.  
6. Orders and maintains supplies, and arranges for equipment maintenance. Prepares purchase orders, receives merchandise.  
7. Provides input to budget planning, tracks payments, monitors account balances and works with vendors on discrepancies.
8. Performs special projects, including research, compilation, and disbursement as delegated by Area Vice President in support of Early Success Goals and Objectives.

9. Maintains Early Success Webpage, performs various computerized assignments on College database, and other software as required.

10. Assigns and coordinates work of student assistants, as necessary.

11. Performs other duties as assigned.

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

- **Education/Experience:**
  High school diploma or general education degree (GED); and five years experience and/or training working with persons with a disability/developmental delay; or equivalent combination of education and experience.

- **Supervisory Experience:**
  One or more years of experience as a “lead employee” with responsibility for scheduling and assigning work, training new employees and assisting others with problems.

- **Language Ability:**
  Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

- **Math Ability:**
  Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply concepts of basic algebra and geometry.

- **Reasoning Ability:**
  Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram/chart, or schedule form.

- **Computer Skills:**
  Intermediate knowledge of word processing, spreadsheet, presentations, email, Internet, and general database software.

- **Certificates and Licenses:**
  Valid driver’s license.
Responsibility for People and Property:
Oversees “Early Success Program” staff and budget. Oversees equipment needs and requirements.

Responsibility for Communication:
• Internal Contacts:
  This position has routine contact with all levels of College Staff.

• External Contacts:
  This position has routine contact with parents, community organizations, service providers and the school boards of each county.

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.

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, reach with hands and arms, and talk or hear. The employee is occasionally required to walk, climb or balance, and stoop, kneel, crouch, or crawl. The employee is frequently required to lift up to 10 pounds, and occasionally required to lift up to 25 pounds. Vision requirements include close, color, distance, 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 employees must fulfill the following basic performance expectations:

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

2. Customer Service: All State College of Florida 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 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 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
5. Attendance Standards: State College of Florida 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 employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. Continuous Improvement: State College of Florida 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>
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