State College of Florida, Manatee-Sarasota
Job Description

Job Title: Director, Academic Resource Center
Reports to: Vice President, Educational & Student Services
FLSA Status: Exempt
Level: 216
Position Class:

Job Summary:
This position works closely with all appropriate College agencies to oversee the Academic Resource Center and its programs. Special emphasis will be given to the Developmental Education Program.

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. Develops the goals, objectives, and activities for the centers in concert with faculty, staff, and students. Supervises the Academic Resource Center operations on the Bradenton and Venice Campuses, ensuring optimal support services.

2. Oversees the processes to search, screen, hire, evaluate, and train all related staff within the Academic Resource Centers. Serves as supervisor for all Academic Resource Center labs and lab personnel. Supervises, evaluates, and coaches the Academic Resource Centers.


5. Researches and recommends new academic support services shown to be best practices for increasing student retention and promoting academic success. Keeps abreast of developmental education trends and issues and uses them for improvement in the Developmental Education Program.
6. Directs the creation, implementation, and participation in training and professional development for all academic support staff. Coordinates professional development of all Developmental Education personnel.

7. Collaborates with neighboring school districts in developing strategies to reduce the need for remediation in incoming FTIC students.

8. Oversees the scheduling of Developmental Education labs (with the assistance of the appropriate department chair) and coordinates and administers state exit tests.

9. Works with Developmental Education Counselor(s) to establish mandatory Developmental Education orientation; provides individual academic and career plans for and individualized assistance to each Developmental Education student; tracks students’ progress; and ensures student intervention strategies, such as early alert, supplemental instruction, and study coaching training.

10. Chairs a standing Developmental Education Advisory Committee.

11. Works in collaboration with Institutional Research and other appropriate College agencies to establish regular and systematic evaluation of Developmental Education courses and services via quality indicators and uses this evaluation information for program improvement purposes.

12. Develops guidelines and evaluation tools for needs assessment in areas of student satisfaction, center effectiveness, and delivery of services.

13. Monitors the laboratory facilities, ensuring equipment stays in good working order, acting onsite to address minor problems, or reporting major equipment failures to the appropriate College department or vendor.

**Job Qualifications:**
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:**
  Master’s degree in English, Reading, Mathematics, or appropriate field, from an accredited university and five or more years’ related experience and/or training; or equivalent combination of education and experience. Community college experience preferred. Experience in Developmental Education teaching, supervision, instructional technology, and budget management required.

- **Supervisory Experience:**
  More than five years of direct supervisory experience, including formal training in supervision, is required for this position.

- **Language Ability:**
  Ability to read, analyze and interpret scientific and technical journals, financial reports, and legal documents. Ability to respond to technical questions and/or complaints from College leadership, customers, regulatory agencies, or members of the community.
• **Math Ability:**
  Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

• **Reasoning Ability:**
  Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to work with formulas, scientific equations, graphs, etc.

• **Computer Skills:**
  Intermediate knowledge of College database. Must have knowledge of word processing, internet, spreadsheet, and email software.

• **Certificates and Licenses:**
  None

**Responsibility for People and Property:**
This position supervises all Academic Resource Center lab employees.

**Responsibility for Communication:**

• **Internal Contacts:**
  This position has routine contact with State College of Florida, Manatee-Sarasota students and staff.

• **External Contacts:**
  This position has routine contact with professional organizations and area high school students and staff.

**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 varies from very quiet to 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 regularly required to use manual dexterity and talk or hear. The employee is frequently required to sit, stand and walk. 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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