State College of Florida, Manatee-Sarasota
Job Description

Job Title: Director, Institute for Continuing and Community Education
Reports to: Associate Vice President, Corporate and Community Development
FLSA Status: Exempt
Level: 216
Position Class:

Job Summary:
This position is responsible for developing, planning, coordinating, implementing, and evaluating non-credit and continuing education programs for Continuing and Community Education.

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, plans and implements non-credit and certificate programs including professional development, certificate programs, children’s programs, Motorcycle Safety, and Ageless Ed-ventures and works with the Coordinator of the GED Program. Responsible for the catalog for these areas, published three times per year.

2. Schedules programs at three sites, Bradenton, Venice and Lakewood Ranch Campuses, and other locations.

3. Works with community groups and agencies, licensing boards, certifying agencies, and government entities to implement and coordinate existing and new programs.

4. Evaluates all training activities and programs provided by the Institute.

5. Prepares, submits, and monitors various program budgets and financial reports as required by the College and granting agencies.

6. Prepares and submits all required State and Federal applications and reports to the appropriate agency.

7. Assist in the daily administration of the new Professional Development Center.

8. Serves on various committees, as required for the position.

9. Attends appropriate state, regional, and national conferences.
10. Supervises, evaluates, and coaches Institute for Continuing and Community Education staff.

**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 from an accredited university and five or more years’ related experience and/or training; or equivalent combination of education and experience.

- **Supervisory Experience:**
  Five or more years of direct supervisory experience, including formal training in supervision, is required for this position.

- **Language Ability:**
  Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

- **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 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, musical notes, etc.

- **Computer Skills:**
  Basic knowledge of word processing, spreadsheet, database, presentation, email, Internet, and College database software.

- **Certificates and Licenses:**
  None required

**Responsibility for People and Property:**
Supervises Continuing and Community Education staff.

Develops and administers four budgets: Professional Development, Avocational, GED and Motor Safety Education.

Responsible for generating revenue for the College.

Responsible for the cashiering sessions activities, monthly deposits approximately $30,000.00.
Responsibility for Communication:

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

- **External Contacts:**
  This position has routine contact with YMCA children’s services, State licensing agencies, instructor/program coordinators, general public and community colleges.

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.

Occasional exposure to wet or humid conditions (non-weather), work near moving mechanical parts and outdoor weather conditions.

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 frequently required to use manual dexterity and talk or hear. Occasionally required to stand, walk, sit, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, taste or smell, and lift up to 25 pounds. Special vision requirements include close, distance, color and peripheral vision, depth perception and 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>
<th>Signature</th>
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<td>Preparing Manager</td>
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<td>Executive Director, Human Resources</td>
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