**State College of Florida, Manatee-Sarasota**  
**Job Description**

**Job Title:** Program Director, College Reach-Out Program  
**Reports to:** Associate Vice President, Student Services  
**FLSA Status:** Exempt  
**Level:** 212  
**Position Class:**

**Job Summary:**  
This position is responsible for administering all aspects of the College Reach-Out Program in Manatee and Sarasota counties. Develops and administers the budget for Fund I and Fund II accounts and develops the annual institutional and consortium CROP grant. Completes mandated annual state interim and final reports. Represents the College within the Tampa Bay CROP Consortium, to the Office of Equity and Access, the Council for Education Policy Research and Improvement at the state level and the local community in all CROP matters.

| 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. Recruits, hires, supervises and trains CROP Site Coordinators/Mentors in Manatee and Sarasota counties.

2. Provides leadership and direction in identifying and establishing new CROP sites and develops individualized strategies for program delivery in conjunction with school administration and/or community members.

3. Develops innovative and effective strategies to bridge the gap between middle school and high school, and high school and college.

4. Facilitates the development of positive relationships between students, their parents and the College specifically and higher education in general through frequent contact that highlight the steps necessary to access higher education.

5. Develops strategies to recruit and retain students who would otherwise be unlikely to seek or attain post secondary education without special efforts or services.
6. Develops and administers systems to track students progress and provide supplemental assistance.

7. Serves as an advocate for and maintains relationships with CROP graduates to enhance their likelihood of successfully completing post secondary education.

8. Researches, develops, implements and evaluates programming that accesses higher education for low-income and/or underrepresented 6th-12th graders in Manatee and Sarasota counties.

9. Supervises, evaluates, and coaches CROP 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 two or more years’ related experience and/or training; or equivalent combination of education and experience.

- **Supervisory Experience:**
  One to two years of direct supervisory experience, including responsibility for hiring, firing, performance management, training and coaching is required.

- **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:**
  Proficient in College database, spreadsheet, email, Internet, and general database software.

- **Certificates and Licenses:**
  None required.
Responsibility for People and Property:
Supervises CROP site coordinators/mentors and Program staff.

Develops and administers a Fund I and Fund II account.

Handles cash advances for student travel, approximately $500.00 monthly.

Responsibility for Communication:
- **Internal Contacts:**
  Routine contact with State College of Florida, Manatee-Sarasota staff.

- **External Contacts:**
  Routine contact with Manatee and Sarasota county middle/high school representatives, CROP students and parents and members of the Tampa Bay Consortium.

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.

Frequently required to walk, sit, use manual dexterity, and talk or hear. Occasionally required to stand, reach with hands and arms, climb or balance and stoop, kneel, crouch or crawl. Required to lift and/or move up to 25 pounds. 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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