Job Title:  Program Coordinator-Identification for Early Success Project
Reports to:  College President
FLSA Status:  Exempt
Level:  214
Position Class:

Job Summary:
This position is responsible for the coordination of the “Identification for Early Success Project.” This person provides outreach to communities to improve the awareness of, access to, and integration of developmental screening and early intervention services to parents of children birth to 4 years of age who are at risk of having learning problems.

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. Provides a single point of access to the early identification and intervention system addressing developmental delays/learning problems in young children.

2. Develops education programs for parents, pediatricians, and service providers.

3. Develops procedures to improve developmental monitoring.

4. Provides parents with the availability of appropriate resources with emphasis on children from birth to age 4 who are at risk of having learning problems.

5. Provides information to community organizations and parents regarding the project, eligibility requirements, and service providers.

6. Provides leadership and direction in assessing children at risk of developing learning problems and develops strategies for program delivery in conjunction with service providers and/or community members.

7. Facilitates the development of positive relationships parents, service providers, and community organizations.

8. Forms partnerships with local service clubs and college student organizations.
9. Gathers statistical data and compiles reports on the number of pediatricians who have been educated on early intervention strategies, the number of parents who have been educated on the availability of early intervention services, and the number of OTA’s or PTA’s providing services.

10. Supervises support staff as assigned.

11. Performs other duties as assigned.

Job Qualifications: Program Coordination, Early Success Project
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 any of the following fields: Early Childhood Education, Elementary Education, Special Education or Speech & Language Pathology, Social Work. Five years’ experience working with children with disabilities, 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:**
  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 “Identification for Early Success Project” staff and budget. Oversees equipment needs and requirements.

Responsibility for Communication:
• Internal Contacts:
  This position has routine contact with State College of Florida, Manatee-Sarasota 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, 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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