

FLORIDA GATEWAY COLLEGE

Job Description

COORDINATOR of COLLEGE SUCCESS

DISTINGUISHING CHARACTERISTICS:

This is a professional position responsible for the scheduling, coordination, and implementation of the developmental and college experience courses offered at Florida Gateway College. A person assigned to this position acts as the central resource where students, instructors, and other interested parties are able to access information concerning college experience and developmental classes. This position will also be responsible for coordinating with students, advisors, recruitment and scheduling of instructors, and on site evaluations of instructors and classes, as well as implementing and managing the academic early alert/retention system.

ESSENTIAL JOB FUNCTIONS:

(Note: The following examples of work as listed in this job description are not necessarily descriptive of any one position in the classification. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Provide leadership for students in the transition from high school to college courses.
Communicate with districts regarding opportunities for college success.
Promote acceleration methods that allow for more productive transition from high school to college.
Identify and recruit instructors for college experience and developmental courses.
Provide leadership for general issues regarding college success in a variety of courses.
Provide leadership for use of a college-wide retention software.
Schedule/staff college experience and developmental courses.
Observe and evaluate instructors teaching college experience and developmental courses.
Facilitate program review for college experience and developmental courses.
Research and implement best practices in college experience and developmental education.
Track college experience and developmental student success rates and retention rates.
Collaborate with student advising and student services to ensure successful transition for college experience and developmental students.
Work closely with learning lab manager to offer appropriate, effective tutoring services.
Provide leadership with selection/review of curriculum and textbooks.
Communicate with full-time and part-time faculty in Math and English departments to assess effectiveness of course content and developmental teachers.
Coordinate final exams for developmental courses, and perform other duties as assigned.
Develop training for instructors who teach college experience and developmental courses.
Provide direction for college experience and developmental course instructors, and provide clear alignment of college experience courses and developmental courses.
Oversee college experience and developmental budget reporting and implementation.
Other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of applicable FGC, state and federal regulations, and FGC policies concerning developmental courses and core freshman classes. Knowledge of best practices in college success and retention. Knowledge of theory and applications of computer programs used for registration and student records. Knowledge of academic record keeping and higher education privacy laws.

Knowledge of Distance Learning Technology, Power Point, and online teaching. Ability to demonstrate understanding and consideration to the needs of students with regard to issues related to developmental courses. Ability to prioritize duties and to reach timely decisions. Ability to work under pressure. Ability to work harmoniously with others. Ability to teach online and distance learning classes. Knowledge of reporting of federal grants. Ability to conduct a Power Point presentation. Ability to communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Minimum of a M.A./M.S./M.E. in one of the following areas: English, Math, Reading, or Education. Experience with MS Excel and Power Point. Three years of developmental teaching experience which would include both online and distance learning classes is preferred.

ESSENTIAL PHYSICAL SKILLS:

Acceptable eyesight (with or without correction).
Acceptable hearing (with or without hearing aid).