State College of Florida, Manatee-Sarasota
Job Description

Job Title: Academic Administrator Collegiate School

Reports to: Head of School - Collegiate School
FLSA Status: Exempt
Level: 214
Position Class:

Job Summary:
This position assists the Head of School on projects and tasks related to instructor professional development and mentoring, state legislative changes, accreditation, educational grants and textbook management. Provides supervision to instructors, oversees instructor needs and advises on (technology) curriculum/programs/courses/personnel within the Collegiate School. Assists with scheduling needs and standardized testing.

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. Assists instructors with curriculum development for a Collegiate School Program.
2. Trains, directs and assists in evaluating all instructors. May participate in the hiring process for instructors.
3. Handles grievances within program regarding instructors and students.
4. Works with the SCFCS Specialist, Educational Records and instructors in developing, administering and maintaining compliance in ESE/ESOL programs for students.
5. Assists Head of School with recruitment of students. Plans, prepares, and conducts recruitment sessions for new students as required.
6. Works with SCFCS Specialist, Educational Records as the test administrator for required assessment, including Florida Department of Education (FLDOE) requirements.
7. Assists Head of School in developing successful innovative partnerships with the FLDOE, local school districts, college/universities and other related agencies.

8. Assists Head of School and other personnel in program evaluation and preparation for accreditation. Provides documentation and data on how well academic program standards are being met.

9. Assists with defining collegiate school procedures in coordination with the Head of School and College personnel.

10. Completes and/or assists with the completion of all County and State Charter School reports for School Advisory Council and other agencies requesting student data.

11. Assists Head of School with information sessions to keep stakeholders informed of changes or additions including College Board of Trustees and President, personnel, students and School Advisory Council.

12. Assists the SCFCS Specialist, Educational Records with coordinating and managing the academic schedule for pre-collegiate courses.

13. Works with guidance counselor to plan academic schedule of courses for the collegiate program including career guidance for students.

14. Facilitates instructional staff development toward the assimilation of the SCFCS philosophy by providing authentic assessment, resource development, and weekly collaboraton team meetings.

15. Recruits, hires and trains substitute teachers. May serve as emergency substitute teacher at the request of the Head of School, as needed.

16. Assists in identifying and writing small grants for educational and facility needs.

17. Assists in managing new projects directly related to changes in legislation affecting instructors and education in general.

18. Minimal travel is required, with some overnight conferences expected. Attendance at the Florida Charter School conference is required.

19. Serves as designee for the Head of School when the Head of School is not on campus.

20. Performs other related duties as required.

**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 or higher from a regionally accredited institution of higher education in Curriculum and Instruction, Adult/Secondary Education, Educational Administration or related field and two years of administrative experience is required.

  **Preferred:**
  Knowledge of charter and/or collegiate schools
  Teaching experience at secondary or post-secondary level

• **Supervisory Experience:**
  Two or more years of experience as a supervisor, with responsibility for hiring, firing, and assigning work, training new employees, and assisting others with problems, is required.

• **Language Ability:**
  To effectively perform this job, the candidate needs the ability to write reports and business correspondence; ability to effectively present information in group settings; ability to respond appropriately to comments and questions from the general public, colleagues and students; and the ability to work effectively with students, faculty, staff, parents and administrators. Excellent English listening and speaking skills required. Skill in technical writing and data analysis preferred.

• **Math Ability:**
  Candidates must have an understanding of basic statistics used in data collection. Experience with budget preparation and categorical spending preferred.

• **Reasoning Ability:**
  Critical thinking skills and the ability to exercise a high degree of attention to detail and organization required.

• **Computer Skills:**
  To perform this job successfully, the candidate should have basic knowledge of Apple products and software including educational apps, word processing, spreadsheet, Internet, e-mail, and presentation software. Training on the Collegiate School Learning Management System is required to follow teacher curriculum. Knowledge of instructional technology applications required.

• **Certificates and Licenses:**
  Certification in K-12 education or administration preferred.

**Responsibility for People and Property:**
Position requires supervision of collegiate school faculty and students. Inventory of school property, including student use of technology may be included in this position.

**Responsibility for Communication:**

• **Internal Contacts:**
  This position has regular contact with administrators, faculty, staff, students and collegiate school students’ parents.
- **External Contacts:**
  This position has regular contact with school district administrators and teachers, university administrators and college faculty, community donors, community observers, and supporting agencies.

**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.

Responsibilities may require supervision of students outdoors in addition to indoor activities.

The noise level in the work environment is usually moderate.

**Physical Demands:**
While performing the duties of this job, the employee is routinely required to sit, use manual dexterity, and talk or hear. The employee is frequently required to reach with hands and arms, and lift up to 10 pounds. The employee is occasionally required to stand, walk, and taste or smell, and lift up to 20 pounds. 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 employees must fulfill the following basic performance expectations:

1. **Mission and Goals:** Each State College of Florida employee is expected to know the College’s mission and goals.

2. **Customer Service:** All State College of Florida 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 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 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 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 employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. **Continuous Improvement:** State College of Florida 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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