

Specialist, Program

FLSA Status: Exempt

Pay Grade: 13

Job Title ID: 11151

Job Series/Job Family: Academic Transfer & General & Developmental Education Series / Academic Program Support Family

Reports To

Department Chair, Education.

Job Purpose

To support the Education Department and work directly with the Department Head on coordination of Education Department program activities.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Arranges and coordinates site-based activities.
2. Serves as a liaison between ACC and independent school district personnel. Establish and maintain new partnerships for field observation placements. Assists with college and department related outreach and networking.
3. Initiates, assists, and maintains communications with public school officials and administrative staff regarding school visitation portion of Coordinating Board requirements for ACC education courses.
4. Coordinates placement and scheduling of ACC students in public schools for required observations. Maintain telephone and email correspondences with ISD partners, ACC faculty, and students. Prepare and forward all necessary documentation and background check information to participating school districts for placement.
5. Advises students on various aspects of the Education Instruction program such as majors, course selection, transferability, and pre-requisite for degree plans.
6. Distributes and tracks student paperwork required for public schools and ACC courses.
7. Maintains communications with Department Chair and faculty in Education Department.
8. May assist with creation and maintenance of departmental and/or instructional websites.
9. Address student issues arising from field observation requirement. Forward such issues to Department Chair as needed. Meets with students on a one-to-one basis when necessary, to resolve problems with field observations.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Public school administration.
- Program training goals and implementation.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Working collaboratively, as well as independently.

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills, including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Establishing and maintaining effective working relationships
- Maintaining confidentiality of work related information and materials.
- Maintaining confidentiality of work related information and materials.
- Effectively working with a diverse and multicultural student body.
- Writing professional level correspondence.

Computer Skills

Required

- Demonstrated proficiency using Microsoft Office and general computer software and research skills.

Physical Requirements

Required

- Occasional lifting of objects up to 10 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is performed in a standard office environment.

Work Experience

Required

- Two years related work experience.

Preferred

-

Education

Required

- Bachelor's degree.

Preferred

-

Licenses/Certifications

Required

- Texas Driver's License.

Other

Required

- A criminal background check will be conducted as this position will require public school visitations. Reliable transportation required as position will involve travel between ACC campuses and local public school districts.

Safety

Required

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.