

Coordinator, CCPP - Program

FLSA Status: Non-Exempt

Pay Grade: 12

Job Title ID: 17156

Job Series/Job Family: College Support Systems & ISD Relations Series / CCPP Family (Grant Funded)

Reports To

Executive Director CCPP

Job Purpose

To facilitate the communication process and activities between the College and Austin Independent School District (AISD) and Lockhart Independent School District for the CCPP grant, and the implementation of quality Career and Technical Education programs (CTE). To coordinate and provide support services and operations, and plan office workflow.

Description of Duties and Tasks

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

Required

1. Serves as the CCPP department communication liaison with external and internal clients and other departments. Responds to inquiries from college and school district personnel via telephone written correspondence and in person.
2. Provides CCPP staff with problem solving and troubleshooting assistance in relation to hardware and software issues. Backs up servers and other office machines. Assists employees with technical issues concerning computers, software and other electronic equipment and peripherals. Creates, modifies, or deletes student information from different domains.
3. Organizes and maintains schedules, calendars, and appointments including meetings and events and the detailed arrangements associated with such including preparing or providing agendas, minutes, equipment, location, information packets, and follow up action items.
4. Coordinates purchases of supplies for CCPP office. Monitors and maintains inventory for all CTE teachers. Secures quotes for instructional resources and equipment ordered by the managers.
5. Provides assistance with coordinating special presentations and projects as required.
6. Oversees and coordinates the work of AISD student interns as assigned to the CCPP office.
7. Establishes and maintains files, logs, and other tracking systems for a variety of information, projects and events.
8. Coordinates workshops, professional development training, special presentations, teleconferences, annual events and meetings including researching and securing facility, catering services and attendance reporting for over 190 teachers. Secures consultants, speakers, and presenters.
9. Tracks professional development and training opportunities for CTE teachers and payment of stipends for attendance. Maintains a database to track attendance and follow-up on all scheduled training and meetings. Inputs all professional development opportunities in the district's PDC data base.
10. Prepares, compiles and coordinates accurate reports and data files for external and internal use.
11. Assist managers with curriculum development and program evaluation activities.
12. Coordinates departmental activities.
13. Provides business management services for CCPP Office and assists with special projects.

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

- ACC and AISD operations and software programs.
- Career and technical education.
- Administrative support services and operations.
- Processes for planning and implementing professional development.
- Program documentation, data collection and reporting.
- Educational institutions.
- Knowledge of event planning and coordinating processes.
- Personal computer hardware and software such as MS Office, MS Windows XP
- Establishing and maintaining effective working relationships

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

- 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.
- Creating electronic presentations, information packages, and activity schedules
- Interpreting and applying rules, regulations, policies, and procedures.
- Coordinating administrative support services.
- Organizing and tracking professional development and training opportunities.
- Ordering and maintaining supplies and equipment.
- Maintaining confidentiality of work related information and materials.

Computer Skills

Required

- Demonstrated proficiency at an advanced level, using standard Office software applications and publishing and presentation software such as Publisher and/or PowerPoint.

Physical Requirements

Required

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

Work Experience

Required

- Two years related work experience in program coordination.

Preferred

- Two years work experience with Career and Technical Education curriculum or coordinating other educational programs. Work experience with Lotus Notes, SASI, IFAS, and PDC.

Education

Required

- Associate's degree or educational equivalent.

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.