

POSITION DESCRIPTION

JOB TITLE: Program Coordinator

DEPARTMENT: Maddox Hill Center

DIVISION: ACADEMIC AFFAIRS

SALARY RANGE: \$50,921 - \$67,191 COMMENSURATE WITH EDUCATION AND EXPERIENCE

FLSA: EXEMPT

IMMEDIATE SUPERVISOR: Director of Maddox Hill Center

SCHEDULE DETAILS: FULL-TIME/9 MONTH POSITION/PUBLIC SCHOOL RETIREMENT SYSTEM OF MISSOURI

DATE OF LATEST REVIEW/REVISIONS: May 22, 2024

Position Summary

Program Coordinator to oversee multiple specialized programs developed to meet the individual needs of identified students in a public-school setting. Program Coordinator will supervise the Behavior Technician/Behavior Specialist at each program and the daily activities to ensure effective, evidence-based interventions for students. In addition, Program Coordinator will work with children with varying disabilities conducting assessments, developing, and implementing behavior plans, training school personnel, and providing ongoing support. This is a full-time position within the academic school calendar.

Essential Job Duties

Learning is the key to human growth and development. The primary function of faculty members at Crowder College is to help Crowder students maximize their learning. In order to help our students be better learners, faculty members are expected to:

- Manage the daily oversight of multiple specialized programs developed to meet the individual needs of identified students in a public-school setting.
- Supervise a team of Behavior Technicians/Behavior Specialists to ensure effective, evidence-based interventions for students.
- Train, coach and model the direct implementation of behavior strategies as needed.
- Provide direct implementation of academic programming as needed.
- Provide problem specific consultation and development of applied behavior analysis programming on site for area school district(s).
- Conduct assessments, develop and implement behavior plans, train staff and provide ongoing support for area school district personnel.
- Perform departmental responsibilities.
- Assess and continually improve the effectiveness of Applied Behavior Analysis program and meet any standards required by the Behavior Analyst Certification Board (BACB).
- Submit required reports by deadlines.
- Continue learning through professional development activities.
- Respect student thought.
- Be a role model for learning behavior.
- Maintain confidential relationships with respect to student information.
- Support college activities.
- Complete important assessment work.

Required Knowledge, Skills & Abilities

- Bachelor's degree in Education, Psychology or closely related field.
- Previous experience working within a school district preferred.
- Excellent communication and interpersonal skills.
- Ability to plan, organize and implement responsibilities effectively.
- Ability to establish and maintain positive working relationships with students, other professionals, staff, and the public.

Preferred Knowledge, Skills & Abilities

- BCBA or BCaBA Certification or the ability and willingness to obtain certification immediately upon hire.

Equipment/Software

- Ability to operate a personal computer using the Windows environment.
- Ability to perform basic student database functions.
- Ability to perform basic word processing using MS Word.
- Ability to perform basic presentation functions using MS PowerPoint

Positions Supervised

- Program Coordinator will supervise the daily activities of Behavior Technician(s)/Behavior Specialist(s) at each program to ensure effective, evidence-based interventions for students.

Working Environment

- Generally indoors in a normal office/classroom/lab environment with moderate exposure to temperature changes, noise, dust and/or chemicals.
- Normal college working hours but adjustment of hours involving evening and/or weekend work may be required from time to time.
- 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.
- A neat appearance and appropriate businesslike apparel are required.

Physical

- Involves mobility within the campus and various sites, light lifting, and physical activities on a daily basis.
- Input, access and distribute information using computers.
- While performing the duties of this job, the employee is required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; stoop, kneel, or crouch; and talk or hear. Specific vision abilities required by this job include close vision.
- The physical conditions herein 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.

Creative and Analytical Skills

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to devise or modify methods or processes to solve specific problems.

Language/Communication Skills

- Ability to communicate effectively with a variety of people, including staff, students and the general public, in both written and oral mediums.

- Ability to interact with a broad range of people both on and off campus in a positive manner.

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