



Job Title: Instructional Support Coordinator

CLASSIFICATION DESCRIPTION

Department: Varied
Pay Grade: 109
FLSA Status: Exempt
Remote Work Eligible: No

JOB SUMMARY

This position plans, organizes, coordinates, and provides educational support services in an assigned area. Responsibilities may include: developing, scheduling, and implementing programs and activities that support class and students' academic goals; maintaining instructional equipment, materials, or other supplies; and working directly with individual or groups of students to assess and support academic progress.

DISTINGUISHING CHARACTERISTICS

N/A.

ESSENTIAL JOB FUNCTIONS

- Coordinates and assists in the development, implementation, and supervision of instructional support goals, objectives, support services, training programs, assessments, activities, and/or other applicable program initiatives; may participate in the development and presentation of educational programs and offerings.
- Prepares and administers budget; prepares cost estimates for budget recommendations; submits justifications for budget items; and monitors and controls expenditures.
- Prepares, reviews, interprets, and analyzes a variety of information, data, applications, contracts, agreements, test results, forms, records, assessments, business correspondence, and reports; makes academic recommendations based on findings.
- Coordinates and processes campus room reservations and rental agreements utilized for meetings, classroom instruction, and special events.
- Responds to requests for information from faculty, staff, students, outside agencies, and community regarding academic or instructional programs; researches and resolves issues, complaints, and/or other related problems
- May assist with: coordinating use of the nursing skills lab; conducting evaluation of student mastery of skills taught in the labs utilizing established rubrics and/or checklists; communicating the need for equipment repairs; organizing and implementing clinical skills workshops; proctoring standardized tests according to the designated protocol; participating in the budgetary process; maintaining inventory of equipment, supplies, and materials; and processing requests for equipment/supplies for faculty and/or adjuncts.

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- May perform simulation lab duties including: preparing and providing clinical simulation scenarios for students and faculty; using high and medium fidelity simulators; identifying, trouble shooting, and resolving technical issues in the simulation center; programming Pyxis; providing training to end-users; participating in the budgetary process; maintaining inventory of equipment, supplies, and materials; providing simulation coverage for faculty absences; and processing requests for equipment/supplies for faculty and/or adjuncts.
- Conducts evaluation of student mastery of skills taught in the labs utilizing established rubrics and/or checklists.
- Maintains confidentiality of information (including but not limited to: student and employee personal information, student grades, etc.), both during and after employment with the College.
- Performs other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Bachelor's degree in a related field required. Master's degree preferred; three (3) years of related work experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Program coordination principles and practices;
- Academic program offerings;
- Customer service principles;
- Budgeting principles;
- Applicable federal, state, and local laws, rules, regulations, codes, and/or statutes;
- Advanced principles and practices in assigned area of responsibility;
- Testing procedures and policies;
- Recordkeeping principles; and
- Computers and related software applications.

Skills in:

- Analyzing processes, programs, and procedures and making recommendations for improvement;
- Coordinating activities and/or programs;
- Providing customer service;
- Preparing and maintaining records and reports;
- Monitoring budgets;
- Compiling and maintaining data and information;
- Using a computer and related software applications; and
- Communication, interpersonal skills as applied to interaction with assigned workers, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Ability to:

- Prioritize work; and
- Interpret and apply applicable standards, laws, rules, and regulations.

CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS

Some positions may require Health licenses.

Registered Nurse License (RN) may be required for nursing simulation labs.

PHYSICAL DEMANDS

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.		Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	<u>X</u>
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.		Reaching – extending hands or arms in any direction.	<u>X</u>
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	<u>X</u>
Crouching – bending body forward by bending leg, spine.	<u>X</u>	Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	<u>X</u>
Feeling – perceiving attributes of objects by touch with skin, fingertips.		Standing – for sustained periods of time.	<u>X</u>
Fingering – picking, pinching, typing, working with fingers rather than hand.	<u>X</u>	Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	<u>X</u>
Grasping – applying pressure to object with fingers, palm.		Talking 1 – expressing ideas by spoken word.	<u>X</u>
Handling – picking, holding, or working with whole hand.	<u>X</u>	Talking 2 – shouting to be heard above ambient noise.	
Hearing 1 – perceiving sounds at normal speaking levels, receive information.		Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.	<u>X</u>
Hearing 2 – receive detailed information, make discrimination in sound.	<u>X</u>	Visual Acuity 2 – color, depth perception, field of vision.	
Kneeling – bending legs at knee to come to rest at knees.	<u>X</u>	Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.	
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.	<u>X</u>	Visual Acuity 4 – operate motor vehicles/heavy equipment.	
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	<u>X</u>	Visual Acuity 5 – close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	<u>X</u>
Pulling – use upper extremities to exert force, haul or tug.	<u>X</u>	Walking – on foot to accomplish tasks, long distances, or site to site.	<u>X</u>

TYPE OF WORK

Work performed is primarily:

- Sedentary work:* Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Light work:* Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.

- Medium work:* Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work:* Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Very heavy work:* Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects

WORK ENVIRONMENT

May be required to work hours other than the regular schedule including nights and weekends.

This position requires regular and reliable attendance and the employee's physical presence at the workplace.

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in a job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in a job description.

St. Petersburg College has the right to revise a classification or job description at any time. This description does not represent in any way a contract of employment.