**HARRISBURG AREA COMMUNITY COLLEGE**  
**CLASSIFICATION DESCRIPTION**

**CLASSIFICATION DESCRIPTION TITLE:** INSTRUCTIONAL PROGRAM COORDINATOR

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<th><strong>FLSA STATUS:</strong></th>
<th>Exempt</th>
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**CLASSIFICATION SUMMARY:** To direct and coordinate the activities of a one-stop workforce development facility of both public and private service providers. Incumbent responsibilities generally include developing internal/external partnerships; evaluating program delivery and recommending modifications based on trends, technology, and needs assessments; conducting research and analyzing information; developing program communications; and monitoring program grants/budgets. Incumbents may supervise technical and support staff.

**TYPICAL CLASSIFICATION ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

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<tr>
<th><strong>Illustrative only – not inclusive of every task assigned to a position.</strong></th>
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<td>1. Oversees activities, analyzes, and provides training and support to staff and faculty in designing and creating coursework curriculum and delivery.</td>
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<td>2. Prepares, maintains, and updates departmental procedures and policies for compliance, operations, and staff activities.</td>
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<td>3. Develops and maintains internal and external partnerships to maximize effectiveness of educational programs and market offerings to outside sources.</td>
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<td>4. Locates and obtains funding sources and prepares applications and grants for customized education; oversees and administers awarded funds.</td>
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<td>5. Oversees and ensures compliance with various certification and training programs.</td>
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<td>6. May supervise support and technical staff by monitoring work, providing direction, and making recommendations.</td>
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<td>7. Participates in budget development and monitors and approves expenditures; prepares a variety of reports to support activities.</td>
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<td>8. Oversees and maintains confidential files and paperwork related to instructor and student certification and evaluation.</td>
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<td>9. Performs other duties as assigned.</td>
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Training and Experience (positions in this class typically require):
Bachelor's Degree and three years of progressively responsible experience in area assigned; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Some positions may require a Master’s degree.

Licensing Requirements (positions in this class typically require):
• None Required.

Knowledge (position requirements at entry):
Knowledge of:
• Supervisory principles;
• Budget administration principles;
• Program management principles;
• Strategic planning principles;
• English grammar, language, spelling, and punctuation;
• Assigned subject(s) content;
• Testing procedures and policies;
• Recordkeeping principles;
• Referral agencies and programs;
• Applicable federal, state, and local laws, rules, and regulations.

Skills (position requirements at entry):
Skill in:
• Supervising and evaluating employees;
• Prioritizing and assigning work;
• Using a computer and applicable software applications;
• Analyzing and developing policies and procedures;
• Ensuring compliance with applicable federal, state, and local laws, rules, and regulations;
• Organizing work and performing multiple tasks;
• Maintaining records and preparing reports;
• Exercising judgment and discretion;
• Preparing and presenting training materials;
• Maintaining various confidential records;
• Developing and preparing a variety of correspondence, records, reports, documents and forms;
• Applying applicable local, state and federal laws, rules, and regulations;
• Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
**Physical Requirements:**
Positions in this class typically require: fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**NOTE:**
The above job classification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

**Classification History:**
Created: 9.9.09

________________________  _________________________
Signature of Employee    Date

________________________  _________________________
Signature of Supervisor    Date