

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 1998**

INSTRUCTIONAL PROGRAM MANAGER

FLSA STATUS: EXEMPT – PAY GRADE: 20 - P

GENERAL STATEMENT OF JOB

The Instructional Program Manager manages the assigned instructional program(s) and related community services, including related and particular administrative details and provides instruction in and teaching of a specific subject or field of knowledge.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Provide routine supervision to full time and adjunct faculty and support staff in the department(s) and program(s) for both day and evening services; manage requisitions, bids, payroll, leave forms and time cards.

Develop, direct and coordinate curriculum and programs; provide students with technical and laboratory training; assist students in developing successful careers.

Manage budget preparation and analysis and maintains fiscal quality control; develop new curriculum and modifies existing curriculum.

Prepare long range plans for departmental operations and needs; make oral presentations to various groups about department programs.

Coordinate activities of campus safety committees; make recommendations to campus President on safety matters.

Arrange the development of the Advisory Board, in selecting industry leaders, determining meetings and agenda; coordinate with industry representatives on special programs.

Direct the encoding of semester courses, class rooms and instructors; insure the coordination of courses between programs.

Determine actual faculty load and FTE's; prepare FTE reports.

Recommend opportunities for faculty growth and development; conduct faculty evaluation; observe faculty teaching techniques; supervise evaluation of courses and instruction by students.

Manage the applicable provisions of the negotiated faculty collective bargaining agreement.

Organize the marketing of programs.

Prepare specifications for new equipment purchases; arranges for the repair of existing equipment.

Teach the course(s) assigned within the department or program(s) according to a teaching workload approved by the instructional dean as part of these essential functions.

Substitute for Deans and Instructors.

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Answer telephones, plan special events, and host visiting students and classes.

Perform related duties as required.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervising administrator.

SUPERVISION EXERCISED

Supervision is exercised over assigned staff.

MINIMUM QUALIFICATIONS

Faculty certifiable in the appropriate technical area. Three (3) years experience in college teaching and/or administration.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc.. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

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Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 3/99; revised 10/05