

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2017**

**ASSOCIATE DIRECTOR OF PROGRAM DEVELOPMENT,
CURRICULUM AND INSTRUCTION**

FLSA STATUS: EXEMPT – PAY GRADE: 20 - P

**JOB FAMILY: MANAGER/SUPERVISOR – ACADEMIC
JOB FUNCTION: MANAGERIAL/SUPERVISORY**

GENERAL STATEMENT OF JOB

The Associate Director of Program Development, Curriculum and Instruction, works on collegewide curricular and instructional initiatives and programs. These initiatives include, but are not limited to, curriculum development, review and revision related to Developmental Education, Workforce Certificate, Associate in Arts/General Education, Associate in Science/Technical Certificate, and Bachelor's Degree programs. Curriculum initiatives further include the facilitation of articulation agreements and scaffolded academic pathways that foster timely certificate and degree completion. The initiatives also include instructional program development and management; assessment of student learning outcomes in the aforementioned programs; grant development and monitoring; institutional effectiveness for the Office of Curriculum and Instruction; and collegewide oversight of programs and activities in which numerous instructional departments, including Curriculum Services, Academic Engagement, Service Learning and Civic Engagement, the Library and Learning Commons, and others participate.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Develop, review and revise curriculum, including that for faculty and staff professional development.

Develop policies and procedures for the effective management of instructional initiatives or programs; and develop innovative grant programs.

Write and publish reports, documents, papers, contracts and grant applications.

Provide direction for designated/assigned instructional programs or initiatives and activities; coordinate discussions and meetings with faculty and academic administrators regarding instructional programs.

Serve on committees/task forces for assigned programs, activities and initiatives.

Supervise and provide direction to staff; lead/supervise faculty in the identification and implementation of new instructional initiatives; supervise the development and implementation of faculty and staff professional development activities.

Monitor and direct college-wide assigned programs and initiatives.

Facilitate and monitor course design, development, and implementation related to State Board Rules and legislation.

Assess and evaluate program performance with faculty and academic administrators.

Provide direction and support for improvement of instructional program performance.

Provide administrative support and information to the Associate Provost of Curriculum and Instruction.

Provide research, information, data and documentation for new initiatives, on-going activities and use of college resources.

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Periodically collect and compile data or verify legislative information.

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

Bachelor's degree from an accredited institution and three (3) years of related experience.

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.

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.

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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: 7/2017