

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2024**

INSTRUCTIONAL PROGRAM MANAGER

FLSA STATUS: EXEMPT – PAY GRADE: 20 - P

JOB FAMILY: MANAGERIAL/SUPERVISORY – ACADEMICS

JOB FUNCTION: MANAGERIAL/SUPERVISORY

GENERAL STATEMENT OF JOB

The Instructional Program Manager supervises the daily operations of 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 *(Depending upon assignment)*

Supervises and evaluates assigned faculty, adjuncts, and staff; completes faculty teaching technique observations; reviews course syllabi; provides coaching and facilitates professional development opportunities; recruits, hires, and credentials faculty, adjuncts, and staff; manages the applicable provisions faculty collective bargaining agreement.

Develops, directs, and coordinates new and modified curriculum and program planning, development, modification, enhancement, and/or areas of opportunity.

Develops, implements, manages, and analyzes budget preparation and maintains fiscal quality control; manages requisitions, bids, and/or expenses for new equipment/supply purchases or repairs.

Develops strategic and long-range plans for departmental operations and program needs.

Develops and maintains partnerships with business, industry associates, other colleges, and community leaders. Provides expertise by supporting the program Dean in order to advance institutional and departmental goals and objectives. May establish and lead program advisory committees to develop and revise program(s) to ensure continued relevancy.

Directs the scheduling of semester courses, class rooms and instructors; develops course schedules, faculty assignments and workloads, ensures the coordination of courses between programs; determines actual faculty load and FTE's; identifies and fills courses needing instructors; prepares FTE reports; and manages documents related to faulty workload and payments, such as calendar of workdays and overload documents.

Participates in program/department/college-wide marketing and recruitment events, including development of marketing materials. Participates in, and/or coordinates, direct mail/email campaigns, digital media ads, job/career fairs, professional workshops, group tours, summer camps, and/or presentations to high schools, business leaders, and other stakeholders.

Teaches/instructs the course(s) assigned within the department or program(s) according to an approved teaching workload.

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Advises, counsels, and provides other communications and/or support for students interested in or enrolled in program(s).

Performs duties unique and/or specific to program(s) supported.

Utilizes a student-centered planning approach to develop programs that prioritize the interests and aspirations of the individual student, employers, and associations.

Performs other related duties, as required.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervising administrator.

SUPERVISION EXERCISED

Supervision is exercised over assigned faculty and staff.

MINIMUM QUALIFICATIONS

Must meet the credentialing matrix guidelines to be able to instruct courses in the assigned instructional program area. Three (3) years of experience in college or high school teaching and/or program 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.

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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.

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; 4/16/24