

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2018**

PROGRAM DEVELOPMENT MANAGER

FLAS STATUS: EXEMPT – PAY GRADE: 20 – P

**JOB FAMILY: MANAGERIAL/SUPERVISORY – ACADEMICS
JOB FUNCTION: MANAGERIAL/SUPERVISORY**

GENERAL STATEMENT OF JOB

The Program Development Manager provides high-level support for the design, development and management of instructional programs in the Workforce Education arena. The direction includes working with established college departments to facilitate instructional program development and management, curriculum processes, cross program articulation, state compliance via statewide reporting, and overall support of customized training programs.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Planning development of new programs and/or classes, including evaluation of existing curriculum and articulation to maximize opportunities for students, including collaboration with Curriculum, Statewide Reporting, Outcomes Assessment, Institutional Research, and other College departments, as needed.

Develop policies and procedures for the effective management of instructional initiatives or programs, including transition of new programs and/or classes from development to delivery.

Researches potential new programs/classes, including gathering information on industry credentials for, including determining criteria for establishing new programs, evaluating requirements and making recommendations to leadership.

Works to identify and research sources for qualified instructors.

Assists in the conceptual development and design of grants proposals, training grants, community program grants and research grants to grow and sustain the program; ensure that programs and/or classes are developed for designated student populations in alignment with grant directives and delivery requirements.

Provide direction for designated/assigned instructional programs or initiatives and activities; coordinate discussions and meetings with campus instructional leaders regarding instructional programs.

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

Communicate with public and private agencies to promote the provision of educational services to business and industry

Facilitate and monitor course implementation as it relates to State Board Rules and legislation.

Evaluate program performance with campus administrative staff, including design and distribution of surveys and/or other measurement tools; collaborate with collegewide assessment/review processes, as appropriate.

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Provide information, data and documentation for new initiatives, on-going activities and use of college resources, including implementing needs assessments and translating those needs assessments into learning objectives

Prepares and/or supervises the preparation of clear, sound, accurate and informative reports.

Benchmarks other institutions and programs to determine evidence based practices

Collaborate with Program Managers and Grant Managers to review existing curriculum and re-vision to meet customized training requirements, including working with Curriculum for any new programs or updates.

Analyze reports and data to formulate and propose improvements in curriculum management and planning in alignment with established institutional processes and working with other College departments, as appropriate.

Facilitate sessions with subject matter experts to learn what should be taught; Communicates about supplies and material needs of programs/classes.

Produce leader guides, participant workbooks, hands on job aids and other tools and materials to create value to the program/classes

Identify certifications and/or licenses that are preferred by employers and assist in the implementation of these certifications in the existing program curriculum.

Perform other duties as assigned.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervising administrator/director.

SUPERVISION EXERCISED

None

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university supplemented by five (5) years of experience in planning and/or evaluating programs in a specialized field or area, preferably in a state or community college setting.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including computers. Involves some physical effort, such as standing and walking, or frequent light lifting (5-10 pounds); or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Task may involve extended periods of time at a keyboard.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of

data, people or things.

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

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, brochures, lists, etc. Requires the ability to prepare correspondence, reports, forms, requisitions, etc., using prescribed format. Requires the ability to communicate effectively in standard English. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form; to acquire knowledge of topics related to occupation.

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

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; to determine decimals and percentages; to utilize college algebra and descriptive statistics.

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 rapidly and accurately in operating computers and modern office equipment and machinery.

Manual Dexterity: Requires the ability to handle a variety of computers and office machines, etc. 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 giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

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). Must be able to communicate via telephone.

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions.

Effective: 07/2018