

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2025**

DIRECTOR OF PROGRAM DEVELOPMENT

FLAS STATUS: EXEMPT – PAY GRADE: 22 – A

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

GENERAL STATEMENT OF JOB

The Director of Program Development provides collegewide direction for instructional initiatives and the development and management of instructional programs. The position's key responsibilities may include grants development and monitoring, instructional program development and management, curriculum development, and collegewide oversight of programs and activities in which numerous instructional departments participate. The Director of Program Development maintains records and ensures compliance with federal guidelines, prepares reports for internal and external stakeholders, and supervises staff.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES *(Depending upon assignment)*

Develops policies and procedures for the effective management of instructional initiatives or programs and designs innovative grant programs.

Writes and publishes reports, documents, papers, contracts and grant applications.

Provides leadership and strategic direction for assigned instructional programs, initiatives, and related activities. Coordinates meetings with campus instructional and administrative leaders to communicate program goals and objectives effectively.

Communicates and collaborates with public and private agencies, educational institutions, other college departments, and community leaders to promote educational services to the community.

Manages funds and provides fiscal management for grant programs, including budget development, expenditure tracking, and ensuring compliance with federal and institutional guidelines.

Oversees, directs, and supervises assigned staff; provides mentorship and leadership; conducts performance evaluations; ensures that employees follow policies and procedures; approves leave requests and timesheets; and makes hiring, termination, and disciplinary recommendations. Ensures that staff are trained, provides coaching, and facilitates professional development opportunities.

Writes and negotiates interagency agreements. Attends state, regional and annual conferences to promote continuous program development.

Participates in college-wide program initiatives and special projects. Provides information, data, and documentation to support new initiatives, on-going activities, and the effective use of college resources.

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Manages day-to-day program operations, including scheduling, service delivery, and administrative tasks; monitors participant success and program outcomes to ensure objectives are met. Provides administrative support and information to senior leadership and responds to internal and external inquiries.

Ensures compliance with federal regulations and grant requirements; prepares and submits mandated reports to the U.S. Department of Education and other external agencies and periodically collects and compiles data and verifies legislative information. Oversees the maintenance of records and databases ensuring accuracy and confidentiality.

Utilizes a student-centered planning approach to development of 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 staff.

MINIMUM QUALIFICATIONS

Bachelor's degree from a regionally accredited institution and five (5) years of related experience in an educational setting.

PREFERRED QUALIFICATIONS

Bachelor's degree from a regionally accredited institution and five (5) years of experience in program development in higher education, including grant funded programs.

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 the 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: 03/03

Revised: 09/04; 11/25/25