

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 1999**

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 or in the development and management of instructional programs. The direction includes, but is not limited to, grants development and monitoring, instructional program development and management, curriculum development and collegewide oversight of programs and activities in which numerous instructional departments participate.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Develop policies and procedures for the effective management of instructional initiatives or programs; 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 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 the community.

Manage Fund II and Fund II dollars.

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 training activities.

Write and negotiate, as necessary, interagency agreements.

Monitor and direct college-wide assigned programs and initiatives.

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

Evaluate program performance with campus administrative staff.

Provide direction, support and direction for improvement of instructional program performance.

Provide administrative support and information to the associate vice president of workforce development and adult education or liberal arts.

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

Periodically collect and compile data or verify legislative information.

Verify payroll and time cards for career staff and approves leave forms and work schedules.

Respond to internal and external inquiries.

Perform other duties as assigned.

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 supplemented by a minimum of five (5) 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 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.

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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.

Revised: 03/03; 09/04