

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

ASSOCIATE DEAN OF EDUCATION AND HUMAN SERVICES

FLSA STATUS: EXEMPT - PAY GRADE: 24 – A

JOB FAMILY: MANAGERIAL/SUPERVISORY

JOB FUNCTION: MANAGERIAL/SUPERVISORY

GENERAL STATEMENT OF JOB

Under the direction of the Dean of Education and Human Services, the Associate Dean of Education and Human Services plans, implements, and evaluates curriculum, program delivery, program outcomes including student enrollment and retention, and maintenance of programmatic accreditations. Supervises and manages faculty and staff with annual evaluations. Ensures safe and effective learning environments for students, prioritizes and allocates program and campus resources, serves as community liaison with community partners, and represents Business and Logistics programs at all levels within FSCJ.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Assists in the review, approval and evaluation of the effectiveness of program(s), courses and class schedules for assigned locations and delivery methods.

Coordinates and compiles data required for accreditation and program measurement and review. Leads, guides, and instructs faculty and staff on accreditation preparation.

Assists with and recruits, selects, supervises, develops, mentors, and evaluates faculty and staff, in accordance with applicable Board Rules, administrative procedures, and/or provisions of the faculty collective bargaining agreement. Conducts periodic observations of classroom teaching and all adjunct faculty for evaluation purposes. Recommends organizational and staffing changes to enhance program and personnel effectiveness, efficiency, and satisfaction.

Assists with and participates in the identification and review of student needs and interests and provides for positive response to such changing needs. Represents, serves, and leads the College on internal and external committees and councils that enhance services at both the institutional and state levels. Serves as the College's representative on local, state, and national organizations.

Collaborates with faculty, instructional program managers, program managers, project coordinators, and directors to develop needed courses and programs; prepares and processes curriculum proposals; develops proposed course/class schedules, faculty assignments and workloads; and coordinates the adoption of textbooks.

Reviews and processes student problems and appeals; counsels and advises students on academic matters; and mediates faculty and student grievances and complaints.

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Communicates through regular meetings with faculty, department chairs, program managers and directors of the assigned areas, and internal and external community constituents, to share information, implement guidelines and procedures, coordinate ceremonial and community events and activities, and communicate program goals

Assists with and coordinates with publisher and conducts faculty and staff orientation meetings on use of publisher digital books, practice tests, and adaptive quizzing to enhance student course and exam success.

Meets with program advisors about recruitment efforts.

Performs other related duties, as required.

SUPERVISION RECEIVED

Supervision is received from the Dean of Education and Human Services.

SUPERVISION EXERCISED

Supervision is exercised over assigned staff.

MINIMUM QUALIFICATIONS

Master's of Science or Arts degree with a focus on human services, education, or related field from a regionally accredited institution supplemented by three (3) years of higher education administrative and/or teaching experience that provides the required knowledge, skills, and abilities. Evidence of demonstrated leadership is required.

PREFERRED QUALIFICATIONS

Doctorate degree from a regionally accredited college or university in human services, education, or related field supplemented by five (5) years of administrative and/or teaching experience that provides the required knowledge, skills, and abilities. Evidence of demonstrated leadership required. Experience in measurement of program/learning outcomes. Curriculum 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.

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: 06/03/25