**FLORIDA STATE COLLEGE AT JACKSONVILLE**
**JOB DESCRIPTION, 2016**

**DEAN OF INFORMATION TECHNOLOGY (INFORMATION TECHNOLOGY, COMPUTER SCIENCE)**

**FLSA STATUS: EXEMPT – PAY GRADE: 26 – A**

## GENERAL STATEMENT OF JOB

The Dean of Technology (Information Technology, Computer Science) provides instructional leadership and ensures the effective operation of specified campus instructional departments. Areas of responsibility include credit and non-credit faculty and staff hiring, mentoring, supervision and evaluation; certification, accreditation, evaluation and planning of programs and services; initiating and leading initiatives; budgeting, curriculum development, course and program scheduling and management; problem solving for faculty and students; registration, advising and related student services; supervision and management of specified programs and services; and collaboration with appropriate integrative leaders to facilitate programmatic and operational processes. Employees in this position are responsible for the campus coordination of instructional disciplines or programs.

## CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Participate in budget development and implementation with responsibility for monitoring assigned budgets.
Participate in the identification and reviews of student needs and interests and provides for positive response to such changing needs.

Review and process student problems and appeals as appropriate. Mediate faculty and student grievances.
Communicate through regular meetings with faculty, counselors, department chairs, program chairs, program managers and directors of the assigned areas to share information, guidelines and procedures and to coordinate activities and enhance effective communication.

Manage the applicable provisions of the negotiated faculty collective bargaining agreement.

Provide for the overall maintenance and inventories of equipment and for safety procedures where applicable.

Assist in the recruitment and selection of faculty and support staff.

Serve on the college committees assists in collegewide planning, implementation and evaluation of assigned disciplines or programs.

Participate in developing and implementing College initiatives.

Provide leadership in planning and implementing faculty and staff development activities.

Communicate program goals to College and community constituents.

Recommend organizational and staffing changes to enhance program and personnel effectiveness, efficiency and satisfaction.

Implement organizational policy by developing and communicating effective operating procedures.

Work with campus presidents and other staff to assure college-wide institutional needs are met.

Pursue appropriate programmatic accreditations and collaborates with college coworkers on state, regional and national certification, licensure and accreditation efforts.

Coordinate and compile data required for accreditation and program review; monitor compliance with state accreditation and standards of program review.

Counsel and advise students on academic matters as appropriate.

Perform other professional and administrative duties assigned by the campus president.

Develop, coordinate and engage business and industry leaders in advisory councils and relationships that assist in the development and implementation of non-credit career programs, and student internship opportunities and job placement.

Work with business and industry to secure appropriate donation of equipment and funds to support programs.

Supervise and implement the development of advisory committees.

Provide supervision, team leadership and collegial management of instruction for the assigned faculty/program chairs, program chairs, program managers, instructional program managers, project coordinator, directors, full-time faculty, non-credit faculty, adjunct faculty, and staff.

Develop the proposed course/class schedules, faculty assignments and workloads within established guidelines. Coordinate the adoption of textbooks.

Work with faculty, faculty/program chairs, instructional program managers, program managers, project coordinators, and directors to develop needed courses and programs and to prepare and process curriculum proposals.

Conduct observations of classroom teaching for evaluation purposes.

Develop and prioritize a list of instructional equipment for the assigned disciplines or programs.

Prepare and conduct annual performance appraisals in conjunction with the Campus President for each faculty member, as well as an annual report on all assigned instructional programs.

## SUPERVISION RECEIVED

Supervision is received from the appropriate supervising administrator.

## SUPERVISION EXERCISED

Supervision is exercised over assigned staff.

## MINIMUM QUALIFICATIONS

Master's degree from an accredited institution with a concentration related to information technology and/or computer science supplemented by at least two (2) years of supervisory and/or teaching/counseling experience in higher education preferably at the community college level or state college level.

## 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.

**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: 7/16