

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2023**

DEAN OF PROFESSIONAL STUDIES & PUBLIC SAFETY

FLSA STATUS: EXEMPT – PAY GRADE: 26 - A

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

GENERAL STATEMENT OF JOB

The Dean of Professional Studies & Public Safety provides instructional and operational leadership and ensures the effective operation of specified instructional disciplines and departments. Oversees and supervises faculty and staff; evaluates, plans, and leads initiatives; develops and manages budgets; develops curriculum, course and program scheduling and management; solves faculty and student problems; processes academic appeals; and approves registration overrides for students. Manages the selection process, evaluation, and professional development for all assigned faculty and adjunct faculty.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

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.

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, faculty/program chairs, instructional program managers, program managers, project coordinators, and directors to develop needed courses and programs; prepare and process curriculum proposals; develop proposed course/class schedules, faculty assignments and workloads; and coordinate the adoption of textbooks.

Develops, approves, manages, and monitors annual budgets, including allocation of instructional and administrative staffing, materials, resources, services, equipment, and furnishings.

Coordinates and compiles data required for accreditation and program review; and monitors compliance with state accreditation and standards of program review.

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

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 activities, and communicate program goals.

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Collaborates, evaluates, reviews, recommends, plans, and implements college-wide policies and procedures, and/or campus initiatives related to disciplines, programs, student services, teaching/learning improvements, and enhancements to consistency and quality of course offerings.

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

Perform other related duties as assigned.

SUPERVISION RECEIVED

Supervision is received from the appropriate Associate Provost.

SUPERVISION EXERCISED

Supervision is exercised over assigned staff.

MINIMUM QUALIFICATIONS

Master's degree from a regionally accredited institution with a concentration related to the assigned instructional/student service area(s) supplemented by at least two (2) years of supervisory and/or teaching/counseling experience in higher education at the two (2) or four (4) year college level.

PREFERRED QUALIFICATIONS

Doctorate from a regionally accredited institution with a concentration related to the assigned instructional area(s) or higher education administration.

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: 6/21/23