

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2018**

PROGRAM FACILITATOR III – INSTRUCTIONAL

FLSA STATUS: EXEMPT – SPC PAY PLAN

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

GENERAL STATEMENT OF JOB

Under limited supervision, this position provides instruction, program facilitation and instructional support services or facilitation in a non-supervisory role leadership for specific instructional programs and/or locations where administrative/instructional oversight is provided.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Provide coordination for instructional programs, locations, and/or classes, including day to day coordination of staff and other support within a given area of responsibility.

Serve as support for the Program Manager, processing academic records and curriculum documents.

Assist in preparation of classroom, clinic or other instructional spaces, including handling of hazardous materials and equipment maintenance needed for some programs.

Assist in maintaining inventory of class materials, including ordering and restocking, as needed

Provide services to students in a given area of responsibility, as directed.

Assist with maintaining student records, including tracking and reporting attendance.

Participate in instructional sessions open to the general public that are part of the students' instructional programs, including greeting members of the public and providing general customer service and processing payments.

Maintain instructional area for clinics or hands-on activities, including set up, preparation and clean up, as needed.

Assist in overseeing class activities and in maintaining clean and safe working conditions up to appropriate standards for the designated program.

Maintain student records, classroom equipment, supplies, books, etc and examine equipment for proper operation.

Develop curriculum for course(s) in assigned area of responsibility. Formulate and implement curriculum related projects, as directed.

Establish and maintain lines of communication between assigned staff and supervising Program Managers or Deans.

Identify appropriate resources to assist students, as appropriate.

Perform other duties, as assigned.

SUPERVISION RECEIVED

Supervision is received from the assigned Dean or appropriate supervising administrator.

SUPERVISION EXERCISED

None.

MINIMUM QUALIFICATIONS

Requires a bachelor's degree or industry licensing/certification in the designated program area plus three (3) years of administrative, teaching or related experience.

Effective: 2018