

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 1997**

PROGRAM DEVELOPER

FLSA STATUS: EXEMPT – PAY GRADE: 17 - C

GENERAL STATEMENT OF JOB

The Program Developer provides leadership for the development, implementation and general supervision of a specific program of study with emphasis on instruction and related technical assistance and support services.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Provide general administration and supervision for instructional programs and/or classes within two specific campus geographical areas as assigned.

Provide day-to-day supervision, coordination and evaluation of office staff, instructional staff and other support staff for two specific campus geographical areas as assigned.

Provide assistance to the assistant dean of instruction in the selection and assignment of faculty, office staff and other support personnel within assignment areas.

Establish clear and comprehensive lines of communication between faculty, office staff and the assistant dean of instruction.

Work cooperatively with the assistant dean in the planning and implementation of workshops, conferences, seminars and other in-service training activities related to instruction.

Cooperate with the assistant instructional dean in the planning, preparation and implementation of college-wide projects, programs or activities related to instruction.

Provide programmatic leadership through participation on committees, task forces and community agency advisory boards as appropriate for the growth and development of a particular program of study.

Implement and monitor program budgets within the directions and guidelines as set forth by the assistant instructional dean.

Prepare and submit for approval program requisitions, textbook orders, leave forms, payroll attendance records and faculty and staff work schedules.

Prepare, maintain and monitor appropriate records, reports, files and other documents related to the instructional program.

Coordinate with faculty, and recommend to the assistant dean, the purchase of textbooks and other instructional materials and supplies.

Coordinate the preparation and maintenance of adequate property control records for all properties and equipment within a given area of responsibility.

SUPERVISION RECEIVED

General direction is received from the assigned program director.

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SUPERVISION EXERCISED

General supervision is exercised over full-time and adjunct faculty members of the identified department(s) and program(s) and over assigned support staff.

MINIMUM QUALIFICATIONS

Requires a bachelor's degree in Education from an accredited institution. The ability to communicate clearly and effectively. Knowledge of basic teaching concepts and methods.

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.

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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).