

## COLLEGE OF CENTRAL FLORIDA

### .JOB DESCRIPTION

JOB TITLE: MANAGER – INSTRUCTIONAL SERVICES - LEVY

PAY GRADE: P-4

OVERTIME STATUS: EXEMPT

#### MAJOR RESPONSIBILITIES:

Through close and continual collaboration and coordination with the campus provost, the manager will provide leadership and administrative oversight for all instructional programming including credit, adult education and non-credit. The manager will articulate and coordinate with all college academic departments; promote communication between faculty and staff, plan and oversee instructional budgets and promote curriculum development. This position is responsible for the planning, scheduling and evaluation of all classes on and off the campus in the county.

At the College of Central Florida, our vision is to be “Your first choice for quality higher education.” We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

#### PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Master’s degree in education, adult education, social science or counseling required.
2. Years of experience in field: Requires three years’ or more of experience which must include one or more of the following: college-level teaching experience, curriculum development, adult education administration, supervision of instructional programs and grant writing. Experience in adult general education teaching or administration preferred.
3. Special skills or abilities related to position: Demonstrated ability to work with people. Proficiency in verbal and written communications skills. Self-starter, able to initiate and follow through on programs and projects. Ability to organize, implement and evaluate programs. May be required to work flexible schedule which will include some nights and weekends.

ESSENTIAL JOB FUNCTIONS:

1. Serve in an instructional leadership role providing administrative supervision for all instructional programs at the campus.
2. Serve as the campus liaison with academic departments.
3. Serve on college committees as assigned.
4. Promote college academic programs within county as appropriate.
5. Assist with grant applications and monitoring.
6. Assist in the development, supervision, coordination, expansion, and evaluation of adult general education programs and assessment college-wide. Adult education programs include adult basic education, adult secondary education (GED prep and Adult High School), ESOL, VPI, adults with disabilities and family literacy.
7. Coordinate GED testing and adult education assessment programs.
8. Keep abreast of needs for adult education courses, make recommendations for course and curriculum development and facilitate implementation.
9. Assist in the selection of personnel to teach courses, provide documentation as to their eligibility to teach and their pay status. Provide appropriate training for new and continuing instructors.
10. Supervise, evaluate, and monitor adult education classes and instructors to ascertain effectiveness of instruction.
11. Maintain a continuous inventory of available instructional personnel.
12. Coordinate and assist with registration periods for adult and continuing education.
13. Perform other incidental tasks consistent with the goals and objectives of the position.
14. Assist with preparation, recommendation, publication and distribution of college information brochures and class schedules. Help promote college offerings.
15. Assist in adult education program budget planning, monitoring and evaluation.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
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PHYSICAL DEMANDS (Continued):

- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment and travels throughout district to educational sites as necessary to perform job.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Levy Campus

SUPERVISOR OF POSITION: Provost of Levy Campus