

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: MANAGER – INSTRUCTIONAL SERVICES – CITRUS

PAY GRADE: P-4

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

To provide leadership and administrative oversight for all full-time and adjunct faculty in the credit programs at the Citrus Campus. The person in this position promotes curriculum development, academic planning, student learning and community needs assessment for new credit programs. This person fosters collegiality, articulates and coordinates with all college academic departments, promotes communication between faculty and students, and participates in the planning, coordination and integration of the curriculum. Plans and oversees campus instructional budgets. Maintains positive working relationships with high schools in the county. This position is responsible for the planning, scheduling and evaluation of all credit classes on and off 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 required.
2. Years of experience in field: Requires three or more years’ education experience which must include one or more of the following: college-level teaching experience, academic scheduling, and/or supervisory experience. Experience teaching in a community college preferred.
3. Special skills or abilities related to position: Demonstrated skills in curriculum scheduling, problem solving, supervision, and/or instructional evaluation. Exemplifies the mission of the college. Demonstrated ability to work with faculty, staff and students. Effective interpersonal and communication skills that support a collaborative learning environment. Qualified to teach in an academic area offered at the Citrus Campus. Able to work a flexible schedule.

ESSENTIAL JOB FUNCTIONS:

1. Provides leadership and supervision of all full-time and adjunct faculty at the Citrus Campus.
2. Serves as the campus liaison with academic departments.
3. Plans and implements the credit schedule and makes faculty assignments consistent with the college wide course scheduling process.
4. Resolves student problems related to academic complaints, appeals, waivers, etc. by working closely with faculty, instructional administration and the Vice President for Regional Campuses.
5. Conducts observations and performance reviews of full-time faculty.
6. Conducts class observations of adjunct faculty.
7. Assesses needs, recruits and hires adjunct faculty.
8. Serves on college committees as assigned.
9. Conducts orientation sessions for all adjunct faculty.
10. Facilitates professional growth opportunities and activities for all faculty.
11. Mediates Citrus Campus faculty concerns.
12. Submits budget recommendations.
13. Coordinates and facilitates the mentoring process for faculty.
14. Helps assess community needs for new academic offerings and programs.
15. Maintains positive working relationships with high schools in the county.
16. Promotes college academic programs within county as appropriate.

(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.
- 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.

PRIMARY LOCATION OF JOB: Citrus Campus

SUPERVISOR OF POSITION: Vice President of Regional Campuses