

## COLLEGE OF CENTRAL FLORIDA

### JOB DESCRIPTION

JOB TITLE: MANAGER – INSTRUCTIONAL SERVICES – CITRUS

PAY GRADE: P-12

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. Maintain 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 the first choice for quality higher education in our community." 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: Masters' degree required.
2. Years of experience in field: Requires three or more years of 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. Provide leadership and supervision of all full-time and adjunct faculty at the Citrus Campus.

ESSENTIAL JOB FUNCTIONS (Continued):

2. Serves as the campus liaison with academic departments.
3. Plans and implements the credit schedule and makes faculty assignments consistent with the collegewide course scheduling process.
4. Resolves student problems related to academic complaints, appeals, waivers, etc. by working closely with faculty, instructional administration and Vice President for Regional Campuses.
5. Conducts observations and performance reviews of full-time faculty.
6. Conducts class observations of adjunct faculty.
7. Assess 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)

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without correction)
- Ability to communicate both orally and in writing

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment

PRIMARY LOCATION OF JOB: Citrus Campus

SUPERVISOR OF POSITION: Vice President – Regional Campuses