State College of Florida, Manatee-Sarasota  
Job Description  

Job Title: Program Chair II  
Reports to: Provost Lakewood Ranch  
FLSA Status: Exempt  
Level: 215

Position Class:

Job Summary:  
The Program Chair reports to the Provost Lakewood Ranch and is responsible for providing high quality leadership as both an academician and administrator. The Program Chair is responsible for overseeing the development, implementation and maintenance of courses and curricula within his/her leadership area.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:  
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job. Applicants may be asked to demonstrate any or all of the following duties:

1. Provides leadership and guidance for the development and management of the assigned department(s).
2. Demonstrates commitment to the institutional mission, goals, and objectives; adheres to and promotes College Rules and Procedures.
3. Assist with the recruitment, selection, hiring, orientation, retention and promotes a diverse faculty and staff. Certifies faculty credentials; submits appropriate personnel recommendations to the Provost.
4. Assist with implementation of the faculty evaluation system and encourages professional development.
5. Oversees the development and implementation of class offerings and schedules within the department(s).
6. Monitors program changes required by state mandates or local and national trends and oversees preparation of program accreditation applications and self-studies required for re-accreditation/reaffirmation as appropriate.
7. Assists with the preparation of brochures, catalogs, and other public relations materials pertaining to the department(s).
8. Serves as a liaison to ensure consistency in program offerings covering all instructional sites.

9. Prepares and administers departmental budgets for approval by Provost.

10. Serves on various college committees and represents the department(s) on various state and community committees as deemed necessary for the continual operation of department(s).

11. Provides intermediary services to faculty, students and staff during formal and informal grievance processes. Provides research and documentation to Provost to help in the resolution of formal grievances.

12. Conducts classroom visitations of part-time and full-time faculty and evaluates full and part time faculty, staff assistants and other career employees assigned to the department.

13. Other duties as assigned.

**Job Qualifications:**
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**
  A Masters degree with at least 18 credit hours in field from an accredited institution of higher education is required. A doctorate degree is preferred. At least three (3) years successful teaching and/or administrative experience in higher education or related field.

- **Supervisory Experience:**
  Demonstrated knowledge and leadership ability in one or more disciplines within the area to be supervised; preferably, such experience would be at the community college level. Minimum 3 years supervisory experience.

- **Language Ability:**
  Ability to read, analyze, and interpret scientific and technical journals, financial reports, and legal documents. Ability to respond to technical questions and/or complaints from college leadership, customers, regulatory agencies, or members of the community.

- **Math Ability:**
  Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumferences, and volume. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply concepts of basic algebra and geometry.

- **Reasoning Ability:**
  Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to work with formulas, scientific equations, graphs, etc.

- **Computer Skills:**
  The employee must have basic knowledge of email, spreadsheets, word processing, and internet software.
• **Certificates and Licenses:**
  A current, valid license for nursing and/or other disciplines where required by Florida regulation or accreditating bodies.

**Responsibility for People and Property:**
This position is responsible for the supervision of department staff, and faculty. Oversees the department(s) budgets.

**Responsibility for Communication:**

- **Internal Contacts:**
  This position has routine contact with all levels of SCF staff.

- **External Contacts:**
  This position may have routine contact with academic community and accreditation agencies.

**Work Environment:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is quiet.

Some departments may have periodic exposure of blood borne pathogens and infectious disease and other chemical or hazardous materials.

**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.

This position requires routine sitting and use of manual dexterity and occasional reaching with hands and arms and talking or hearing. Vision requirements include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

**General Performance Standards and Expectations:**
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. Mission and Goals: Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.

2. Customer Service: All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.

3. Grooming and Appearance: State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.

4. Safety Awareness: State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating
practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. Attendance Standards: State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. Training: State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. Continuous Improvement: State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.

**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.

<table>
<thead>
<tr>
<th>Title</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preparing Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provost</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Area Vice President</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Executive Director, Human Resources</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>