



Position Title:	Program Leader, Hialeah Campus	
Reports To:	Director, Community Education	
Department:	Community Education	Job Code: 0710
Prepared By/Date:	Jennifer C. Brito/08-2007	Job Group: PENC
Approved By/Date:	Geoff Gathercole/08-2007	Salary Grade: 13
Revised:	Jennifer C. Brito/05-08-2009	FLSA Status: Exempt

Summary:

Coordinates the daily operations and logistics for Community Education programs and facilitate campus partnerships with Community Education and supervise departmental initiatives that contribute to providing accurate program information to the community.

Essential Duties and Responsibilities:

- Supervises and provides direction to program assistants, assistant coordinators and other support staff in the day-today support of the program by distributing and monitoring tasks and deadlines.
- Supervises and recommends hiring of adjunct instructors for each course offered at Hialeah Campus.
- Handles student questions, concerns and requests
- Informs students on schedule, room, or instructor changes.
- Resolves student/instructor conflicts
- Monitors enrollment and recommend changes to schedule accordingly.
- Schedules, proctors, and administers placement tests for Language Center at Hialeah Campus.
- Prepares syllabi for all courses offered to meet programming requirements.
- Ensures accuracy of class information in Odyssey and website.
- Prepares and maintains the Master Schedule every semester and have approved.
- Coordinates class changes and cancellations and requests for room changes
- Obtains classrooms and maintain room charts.
- Orders and distributes textbooks and instructional materials.
- Assists instructor with ordering of supplies, duplicating, audio-visual equipment, and routine communication that may also include concerns and requests.
- Monitors instructor performance and review student evaluations and maintains information in a database.
- Communicates course offerings, completions, and passing of exams (if appropriate).
- Serves as designee in absence of director.
- Perform related duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge and understanding of college organization, goals, and objectives, policies, and procedures.
- Knowledge of the principles of office management and practices.
- Excellent organizational and communication skills (both oral and written).
- Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community.
- Skill in the use of personal computers and related software applications.

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to communicate effectively both orally and in writing.
- Ability to plan, assign and supervise work of subordinates.
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty, and staff.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

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.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor’s degree in an appropriate field from four-year college or university and four (4) years of related experience or Master’s degree in an appropriate field.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name