



<b>Position Title:</b>	Program Leader	<b>Job Code:</b>	0711
<b>Reports To:</b>	Manager	<b>Job Group:</b>	PENC
<b>Department:</b>	School of Community Education	<b>Salary Grade:</b>	14
<b>Prepared By/Date:</b>	Max Rodriguez/08-05-2009	<b>FLSA Status:</b>	Exempt
<b>Approved By/Date:</b>	David Lotker/08-05-2009		
<b>Revised:</b>	Jennifer C. Brito/8-5-2009		

### **Summary:**

The Program Leader assists the Program Manager by handling the day-to-day operation of the Construction Industry CEU's College wide courses as well as the Wild Things Happen Summer Camp in Community Education. This includes, but not limited to, developing, scheduling, and marketing classes, hiring, assigning, and supervising instructors.

### **Essential Duties and Responsibilities:**

- Develop new courses based on requests from Miami-Dade County, Building Department, Water and Sewer, Public Works, Department of Community Affairs and Florida Building Commission State of Florida and the public.
- Attend State meetings to perceive and follow the new Laws and Regulations Schedule existing classes
- Interview instructor applicants
- Hire and assign instructors through classroom visits and student evaluations
- Communicate results to teachers
- Provide text books, tests, and any other materials to instructors
- Handle teacher problems, including complaints about the course or instructor
- Provide advisement to students as needed
- Communicate with program managers and coordinators regarding room
- Monitor enrollment
- Maintain course analysis document on student enrollment
- Liaison between Community Education and Registration, Records, Bursars
- Performs other related duties as assigned

### **Knowledge, Skills and Abilities:**

- Must have good supervisory/leadership skills
- Must have good oral and written communication skills in English
- Must have excellent public relations, organizational and decision-making skills
- Must be computer literate
- Must be able to work a flexible schedule, including evenings and weekends
- Must be able to work well with people, and to function in our multi-cultural environment

### **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 regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds.

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 and five (5) years of experience in administrative duties and two (2) years of experience in administrative duties.

**ACKNOWLEDGEMENT**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name