



Position Title:	Program Leader	Job Code:	0712-01
Reports To:	Program Manager	Job Group:	PEC
Department:	Fire Sciences	Salary Grade:	15
Prepared By/Date:	Verone Burton/7-01-2009	FLSA Status:	Exempt
Approved By/Date:	Michael McCann/7-01-2009		
Revised:	Jennifer Brito/ 09-24-2009		

Summary:

The Fire Sciences Program Leader is a professional position responsible for the Associate of Sciences degree in Fire Sciences Technology, as well as managing the budget of the School of Fire and Environmental Sciences. This position is responsible for managing, coordinating, and scheduling all class offerings and educational programs offered in the Fire Science Program, which includes special packaging for credit classes and or any continuing education relative to fire science. The program leader is the lead and liaison for local fire rescue departments, public schools, health department and other entities requested credit education.

Essential Duties and Responsibilities:

- Recruits and recommends the hiring of the adjunct faculty.
- Supervises AS Degree Credit Adjunct Instructors;
- Ensures all credit adjuncts possess the required degrees and certificates to comply with the standards of Miami Dade College, State Fire Marshall's Office, Bureau of Fire Standards And Training (BFST), and SACS;
- Manages the data input including the request and application for the registration of class offerings through the BFST FCDICE system (Florida College Department of Insurance in Continuing Education).
- Serves as Testing Administrator for all testing materials for the Firefighter Minimum Standards course.
- Responsible for working with the test data base vendor to assure quality and security of all exams. Assists with overall budget management and serves as the budget preparer for the area.
- Reviews, revises, and develops curriculum relative to the credit programs.
- Advises degree seeking students and acts as unofficial transcript evaluator.
- Supervises assignments, training, and evaluation of Clerk Typist III.
- Maintains and manages the annual budget for the School under the direction and in cooperation with the program manager.
- Serves on Campus and College Committees as is necessary.
- Schedules of all credit courses and with the coordination for facilities contracts for off campus sites. Works with the Program Manager in a plan to utilize our facilities resources to the optimum level possible.
- Manages the input, request and application and registration for class offering through the FLDICE system (Florida State Fire College).
- Represents the area at various public speaking venues.
- Performs other duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge and understanding of administrative concepts
- Knowledge and proficiency in written and oral communication

- Strong interpersonal skills and the ability to work within a team, as well as to effectively communicate with a wide range of constituencies and individuals in a diverse community.
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty, staff, and administrators.
- Excellent multi-tasking and organizational skills
- Knowledge and effective skills in Microsoft Office; PowerPoint, Word, and Excel
- Ability to promote and maintain effective working relationships
- Ability to communicate effectively with employees
- Excellent interaction with exercising discretion to inform, advise, and guide students
- Exercise good judgment in decision making

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 a technical or related field and six (6) years of experience and two (2) years of experience should be supervising part-time faculty.

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name