

FLORIDA GATEWAY COLLEGE

Job Description

VICE PRESIDENT – OCCUPATIONAL PROGRAMS

DISTINGUISHING CHARACTERISTICS:

This is an executive, administrative position with college planning and supervisory responsibilities. An employee in a position allocated to this class is responsible for supervision and coordination of all phases of the instructional and support service functions as appropriate to the division of Occupational Programs. Duties may include the coordination of all State and Federal reports and serving as liaison between college and community. Assumes duties of President in his/her absence as assigned. An employee in a position allocated to this class must have a significant role in the preparation and administration of budgets; must perform duties which include exercising independent judgment in formulating or assisting in the formulation of policies and procedures which may have significant impact in personnel administration and employee relations.

ESSENTIAL JOB FUNCTIONS:

(Note: The following examples of work as listed in this job descriptions are not necessarily descriptive of any one position in the classification. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Supervises the management and operation of all Occupational Programs instructional functions.
Supervises the management and operation of Grants.
Supervises the management and operation of Baccalaureate Programs.
Supervises the management and operation of the Educational Affairs Committee.
Supervises committees and activities in conjunction with other college departments as appropriate.
Coordinates required reports to Board of Trustees, State and Federal agencies, and professional associates.
Serves on state committees as requested or needed.
Provides liaison between college, community, and State Department of Education.
Acts as resource person to faculty, staff and students.
Recommends and Coordinates for hire full and part time faculty in Occupational Programs.
Serves as liaison with Chamber of Commerce and Workforce.
Supervises and assists in preparation of each program budget.

(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.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of overall community college concept. Knowledge of academic, vocational, and

community service functions of the College. Knowledge of accounting and budgeting principles. Knowledge of management principles and practices. Knowledge of applicable State and Federal regulations. Knowledge of personnel administration principles and practices.

Ability in verbal and written communication. Ability to handle stress situations effectively. Ability to understand physical, academic, and administrative needs of the College. Ability to establish appropriate priorities and goals. Ability to reach timely decisions.

EDUCATION AND EXPERIENCE:

Master's degree in an academic discipline or equivalent degree (Doctorate degree preferred) and college-level teaching experience. Plus, increasingly responsible academic and student development administrative experience with in the last five years at the Dean level or above. Computer literate desirable.

ESSENTIAL PHYSICAL SKILLS:

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

ENVIRONMENTAL CONDITIONS:

Works inside in an office environment.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

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EDUCATIONAL PREPARATION:

- Ph.D., 2013 University of Florida, Gainesville, Florida.
Major: Curriculum and Instruction
Emphasis: Mathematics Education
- M.A., 2001 University of Central Florida, Orlando, Florida.
Major: Educational/Instructional Technology
- B.A., 1993 Florida Agricultural and Mechanical University,
Tallahassee, Florida.
Major: Elementary Education
- A.A., 1987 Lake City Community College, Lake City, Florida,
Major: Education

PROFESSIONAL EXPERIENCE:

- 2012-Present **Vice President**, Occupational Programs, Florida Gateway College
(Formerly Lake City Community College), Lake City, FL.
Manage and direct career and technical, associate of science, some
associate of arts and non-credit programs. Manages the Bachelor of
Science in Nursing, the only bachelor's degree currently offered. Directly
manage all grants for institution.
- 2006-2012 **Dean**, Occupational Programs, Florida Gateway College, Lake City, FL.
Manage and direct career and technical, associate of science, some
associate of arts and non-credit programs. Directly manage all grants for
institution.
- 2005-2006 **Executive Director**, Academy of Teacher Preparation Programs, Lake
City Community College, Lake City, FL. Developed new and expanded
existing education program offerings for institution. Directly manage
grants related to education programs.

- 2004-2005 **Faculty Coordinator**, Lake City Community College, Lake City, FL. Coordinator for all education courses and programs offered by the institution.
- 2003-2004 **Associate Professor**, Lake City Community College, Lake City, FL. Instructor for education prerequisite courses both on campus and online.
- 2003 (Spring) **Online Course Instructor**, Lake City Community College, Lake City, FL. Course developer and instructor for EME 2040 Teaching with Educational Technology. Developed online education courses for institution.
- 2002-2004 **Online Course Instructor**, Teacher Education Institute, Winter Park, FL. Instructor for course Integrating Technology in the Classroom.
- 2001-2003 **Technology Coordinator/Teacher**, Melrose Park Elementary School, Lake City, FL. Teach K-5 Applied Technology/Multimedia, School Representative on District Technology Committee, Technology Committee Chairperson; Assist teachers with technology integration and troubleshooting; Purchase hardware and software for school use. Oversee faculty and staff training as related to technology.
- 1994-2001 **Elementary Education Teacher**, Melrose Park Elementary School, Lake City, FL. Fifth grade teacher. Grade and Textbook Chairperson. Technology Contact for the grade level. Integrated technology into curriculum in the form of multimedia projects, Internet assignments, and use of technology with whole-group instruction.
- 1993-1994 **Exceptional Student Education Teacher**, Lake City Middle School, Lake City, FL. ESE Language Arts Teacher. Responsible for Individual Education Programs for all ESE students, which included integration of technology into the curriculum.

PUBLICATIONS:

Shelly, G., Cashman, T., Gunter, R., & Gunter, G. (2000). Researched and wrote the *Software Corner* pages for each chapter of the Shelly Cashman Series Teachers Discovering Computers: Integrating Technology in the Classroom published in January of 2002.

COMMITTEES:

Melrose Park Elementary School, Lake City, FL

Media/Technology Committee (1994-2000)

Technology Committee (1995-1996, 2000-2003)

FIRN Contact (1995-1996, 2000-2003)
District Technology Committee Representative (1995-96, 2000-2003)
School Accreditation Committee (2000-2003)
Student Council Sponsor (2000-2002)
Member - Teacher Education Committee (2000-2003)
Sponsor – School Yearbook (2001-2003)
Sponsor – Spelling Bee (2001-2002)
Chairperson-Grade Level (1995, 1998)

Florida Gateway (Lake City Community) College, Lake City, FL

Technology Committee (2003-2006)
Educational Affairs Committee (2003-Present)
Executive Council (2012-Present)
Administrative Council (2006-2012)
Instructional Council (2006-Present)
Web Committee (2009-Present)
SACS Reaffirmation Committee (2006-2010)
Institutional Effectiveness Committee (2006-Present)
Assessment Subcommittee (2007-2009)
Assessment Subcommittee (2009-Present)
Office of Educational Equity Opportunities Visit Committee (2010)

Community Service

Florida Crown Workforce Board (2006-2012)
Banner Center for Construction Advisory Council (2008-2012)
Banner Center for Logistics and Distribution Advisory Council (2007-2012)
United Way of Suwannee Valley Allocations Committee (2009-Present)
United Way of Suwannee Valley Board (2010-Present)
United Way of Suwannee Valley Finance Committee (2010-2013)
United Way of Suwannee Valley Executive Board Assistant Treasurer (2010-2013)
United Way of Suwannee Valley Treasurer (2014-Present)

PROFESSIONAL AFFILIATIONS:

Florida Association of Computers in Education (1995-1999)
National Education Association (1993-2003)
Columbia Teachers Association (1993-2003)
International Technology Education Association (2001-2003)
Florida Association of Community Colleges (2003-2010)
National Council of Teachers of Mathematics (2009-2012)

AWARDS AND HONORS:

2007 Chancellor's Leadership Seminar Participant
2005 National Institute for Staff and Organizational Development

Lake City Community College
1993 Summa Cum Laude
Florida A & M University
1986 Phi Theta Kappa
Lake City Community College