

# FLORIDA GATEWAY COLLEGE

## *Job Description*

### **EXECUTIVE DIRECTOR –TEACHING, DESIGN, AND COMPUTER PROGRAMS**

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#### **DISTINGUISHING CHARACTERISTICS:**

This position is an administrative position providing administrative and developmental support for the Teaching, Design, and Computer Programs department at Florida Gateway College. This position has a significant role in planning, budgeting, administering the academic programs, evaluating and recommending program plans and improvements, and the promotion of those programs.

#### **ESSENTIAL JOB FUNCTIONS:**

*(Note: The following examples of work as listed in this job description 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.)*

- Develops the department academic plan for the year, with projections for future years.
- Recommends to the Vice President the appropriate budget for the department.
- Recommends opportunities for instructor improvement and updating.
- Supervises the programs to maintain standards, program improvement and program upgrading.
- Coordinates scheduling of classes for the department.
- Conducts meetings to assist in meeting academic objectives.
- Coordinates with other departments and divisions to provide quality education.
- Supports the Vice Presidents and President in accomplishing their objectives.
- Evaluates program plans and recommends improvements.

*(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 teaching methods and latest trend in innovative instruction methods. Knowledge of personnel principles and practices. Knowledge of applicable State and Federal rules. Knowledge of the College's policies. Skills in interpersonal relationships. Ability to plan and delegate responsibility. Ability to evaluate programs and recommend improvements. Ability to plan, coordinate and supervise activities involved in applicable programs and activities. Ability to communicate effectively, verbally and in writing. Ability to develop and administer budgets. Ability to analyze problems and recommend solutions.

**EDUCATION AND EXPERIENCE:**

Master's degree or an equivalent combination of education and experience from which comparable knowledge and abilities can be acquired and a minimum of five years of teaching experience.

**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.)*

**PAMELA S. CARSWELL**

Florida Gateway College  
149 SE College Place  
Lake City, Florida 32024

**Work:** (386) 754-4266

**E-mail Address:**

pamela.carswell@fgc.edu

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**EDUCATIONAL PREPARATION:**

Pursuing Ed.D. University of Florida, Gainesville, Florida.  
Fall 2010-present Major: Curriculum and Instruction – Mathematics Education

M.A., 2001 University of Central Florida, Orlando, Florida.  
Major: Instructional Technology/Media: Educational Technology

University of Central Florida, Orlando, Florida.  
Certificate: Instructional Technology/Media: Educational Technology

B.A., 1992 University of North Florida, Jacksonville, Florida. Major:  
Elementary Education Minor: Middle Grades Math

A.A., 1990 Lake City Community College, Lake City, Florida

**PROFESSIONAL EXPERIENCE:**

July 2006 – present **Executive Director of the Center for Excellence in Teaching, Design and Computer Programs** at Florida Gateway College (formerly Lake City Community College.) Administrative position responsible for 13 programs, Associate of Arts Education (MaST, Dual Enrollment, Teacher Academy), Career Pathways Articulation Programs, Computer Science, Early Childhood Education (BS, AS, FCCPC, DCF childcare training), and Educator Preparation Institute (Alternative Certification, Professional Development), Game Design, Graphic Design, Health Information Technology, Medical Coder/Biller and Transcription. Duties include but not limited to budget custodian of multiple budgets, assist with grant writing, PI on grants, supervising interns, recruiting students, updating curriculum, hiring instructors and coordinators, serve on campus committees, serve on state curriculum committees, reviewer for state frameworks, schedule classes, liaison with local school systems, state continuous program approval, advisor, advisory councils, and institutional effectiveness program reviews

2003 – 2006 **Vocational Resource Teacher** for Columbia County Schools. Full-time teacher on assignment. Responsible for many administrative duties, coordinating all of the vocational programs at four schools, working with teachers and administration to meet course goals, handling articulation agreements, writing and managing grants.

- 2002 -2006                   **Adjunct Instructor** for Lake City Community College teaching online and traditional classes as well as developing online courses.
- 2001- 2003                   **Online Teacher/Trainer**, Teacher Education Institute, Winter Park, Florida. Instructing an online course titled Teachers Discovering Computers to graduate students and teachers obtaining continuing education units.
- 2002-2003                   **Peer Teacher**, Fort White High School, Fort White, Florida. Observe, assist and train a beginning teacher.
- 2000 - 2003                   **Technology Teacher and Technology Coordinator**. Fort White High School, Fort White, Florida. Full-time faculty member responsible for curriculum design, implementation and teaching all elective classes for students in grades 6-12 in the area of technology. Maintaining an applied technology lab that has networked computers and supplies to teach curriculum in twelve vocational areas. Assist administration with training for teachers and hardware and software maintenance at Fort White High School. Columbia County Schools technology contact at FWHS.
- 2002                           **Marcopolo Trainer**. Train teachers in using Marcopolo, which is Internet Content for the classroom.
- 2001-2002                   **Reviewer for the Florida Learning Alliance**. Review software, websites and Internet courses for the Florida Learning Alliance.
- 2001-2002                   **Consultant/Trainer**, Unique Pools and Spas, Lake City, Florida. Trained owner and secretarial staff on office software including Pool Draw 5.
- 1993-2000                   **Primary Teacher**, Melrose Park Elementary School, Lake City, Florida. Full-time faculty member. Taught traditional second grade and multi-age (1st/2nd) classes. Grade level and textbook chairperson. Was technology contact for the grade level. Integrated technology into curriculum through whole group instruction and student assignments. Facilitator for grade level teachers in the integration of digital camera, alpha smarts, software, scanners, Smart Board, Internet, and World Wide Web.

**COLLEGE COURSES TAUGHT:**

Introduction to Technology for Educators, EME 2040  
 Teachers Discovering Computers Integrating Technology into the Classroom

**CERTIFICATION AREA:**

Elementary Education- FLDOE # 708752  
 Subject Area Specialist in Technology Education- Columbia County School District

**GRANTS FUNDED:**

Carswell, P. S., Cifuentes, Paula (2008-2009) Co-PI of the Robert Noyce Scholarship Program. This award of \$120,750.00 per year is used to recruit and train highly qualified STEM teachers by offsetting the cost of changing careers through a stipend.

Carswell, P.S. (2007-2008) SUCCEED, Florida Crucial Professionals, Teacher Programs awarded \$274,679.00 to expand the Educator Preparation Institute to include professional development modules, increase technology in satellite centers, upgrade website and marketing resources. FTCE Review Courses were developed to assist students with certification.

Carswell, P.S. (2006-2007) SUCCEED, Florida Crucial Professionals, Teacher Programs awarded two grants for a total of \$262,580.00 to develop the Educator Preparation Institute alternative certification program. The program expanded to the satellite centers with updated technology and teacher resources. An aggressive advertising campaign was developed to recruit career changers to the field of education. Curriculum development and program format change to include distance learning opportunities increase student accessibility.

Carswell, P. S., Goggins, M. (2003-2005) The Perkins Grant is a federal grant that is designated for vocational programs. The yearly awards of approximately \$120,000.00 are used to maintain and expand the vocational programs at the middle and high schools in Columbia County.

Carswell, P. S., Goggins, M. (2003-2005) The Perkins Rural Grant is a federal grant for rural areas that supplements the Perkins Grant. Approximately \$115,000.00 has been awarded each year for the purpose of enhancing vocational programs in Columbia County Schools.

Carswell, P. S. (2001-2002) Florida Learning Alliance funded and \$4,500.00 grant to create a student technology team. This team will assist teachers and students with technology. The students will also act as teaching assistants for technology classes for parents.

Carswell, P. S., Hickman, T. D., Johnson, J., & Perry, D. (1996-1997) Florida Public Schools Money was given by the State of Florida in the amount of \$100,000. Project M.E.L.R.O.S.E., funded in October, 1996 was used towards the purchase of hardware and software to enhance reading. The Accelerated Reader Program, Reading Renaissance, as well as student computer stations on which to take tests were purchased.

Carswell, P. S. (1994-1995) The Columbia County Public Schools Foundation awarded \$350.00 in November, 1994 for the purchase of classroom books to enhance the reading program and classroom library.

#### PRESENTATIONS:

Carswell, P. S., Kotowski, J., Kveven, A., & Liu, G. (2011) Ideas for K-12 Partnerships and Teacher Preparation within a STEM Context. A presentation at *Broadening Impact: NSF-Funded Projects at Two-Year Colleges Conference*, Washington, D. C.

Carswell, P. S. & Stearns, Kimberly (2008) Meeting the Needs of Early Childhood Professional in Rural Communities. A presentation at the National Association of Community College Teacher Education Programs National Conference, *Leaping to New Heights in Community College Teacher Education Programs*, Denver, Colorado.

Carswell, P. S. & Nelson-Mitidieri, Bethany. (2007) Education Preparation Institute: Alternative Route to Teaching. Invited by the National Institute for Staff and Organizational Development to present at the *2007 International Conference on Teaching and Leadership Excellence* in Austin, Texas.

Everett, D., Gunter, G., StarTech 5 (Carswell, P., Carter, D., Gautier, N., Hickman, T., Summers, W.) (2002) When Florida met Kentucky, it was a Virtual Derby! A presentation made at the 2002 *Florida Educational Technology Conference* in Orlando, Florida.

Carswell, P. S. (1995) Multiage Classrooms. A presentation made for the faculty at Melrose Park Elementary School, Lake City, Florida.

#### PROFESSIONAL DEVELOPMENT AND SERVICE WORKSHOPS:

Carswell, P. S. (2006) Curriculum Development. Training conducted at New Life Christian Fellowship to help instructors of children's programs develop age appropriate curriculum.

Carswell, P. S. (2005) 1, 2, 3 Go. A teacher training for the teachers at Covenant Christian School on developing curriculum and teaching a multiage class.

Carswell, P. S. & Hickman, T. D. (2002) Accelerated Reader. A motivational/training presentation on the uses of Accelerated Reader with elementary and middle school students at Children's Home and Bible School, a private school, in Mount Dora, Florida.

Carswell, P. S., (2002) Grade Quick for Middle School Teachers. A one hour workshop conducted for the faculty at Fort White High School, Fort White, Florida.

Carswell, P. S., (2002) Grade Quick for High School Teachers. A one-hour workshop conducted for the faculty at Fort White High School, Fort White, Florida.

Carswell, P. S., (2002) Beginning Grade Quick. A two hour workshop conducted for the faculty at Fort White High School, Fort White, Florida.

Carswell, P. S., (2001) Pool Draw 5. A three hour training conducted for the employees of Unique Pools and Spas, Lake City, Florida.

Carswell, P. S. (2000) Grade Quick. A one hour workshop conducted for the faculty at Fort White High School, Fort White, Florida.

Carswell, P. S. & Hickman, T. D. (2000) Introduction to Making the Grade. A one and one half hour workshop conducted as part of EME 6405-Application Software for the Educational Setting, University of Central Florida, Orlando, Florida.

#### CONFERENCE POSTERS:

Carswell, P. S. (2010, July) *MaST Excel the final project*. National Science Foundation's Robert Noyce Scholarship Program Conference. Washington, D. C.

Carswell, P. S. (2008, July) *MaST Excel the first two years*. National Science Foundation's Robert Noyce Scholarship Program Conference. Washington, D. C.

#### CURRICULUM DEVELOPMENT:

Educator Preparation Institute Alternative Certification Program. EPI 0001, Classroom Management; EPI 0002, Instructional Strategies; EPI 0003, Technology; EPI 0004, The Teaching and Learning Process; EPI 0020, The Professional Teacher; EPI 0940, Field Experience; EPI 0030, Diversity; EPI 0945, Field Experience. (2006- present) Hybrid (1/2 traditional and ½ online) program for Florida Gateway College.

RED 2043, Reading Diagnosis & Remediation. (2005) Online course for the Lake City Community College.

EDF 1005, Introduction to Education. (2003) Online course for the Lake City Community College.

EDG 2701, Teaching Diverse Populations. (2003) Online course for the Lake City Community College.

EME 2040, Teaching with Educational Technology. (2003) Online course for the Lake City Community College.

Exploring the Sunshine State Standards. (2001) An online module for preservice teachers attending the University of Central Florida.

#### SERVICE COMMITTEES:

University College Council (2010 – present)

District/Regional representatives from Teacher Education programs from Columbia, Duval, Nassau, St. Johns Counties

Educational Affairs Committee (2006-present)

Florida Gateway College

College Management Council (2006-present)

Florida Gateway College

Instructional Effectiveness Committee (2006-present)

Florida Gateway College

Instructional Effectiveness Committee: Assessment Committee (2006-present)

Florida Gateway College

District Technology Committee (2002-2005)

Columbia County Schools, Lake City, Florida

District PENTEC Committee (2003-2005)

Columbia County Schools, Lake City, Florida

Chairperson of Student Performance Committee (2001-2002)

Fort White High School, Fort White, Florida

Media Technology Committee (2001-2002)

Fort White High School, Fort White, Florida

Principal's Advisement Council (2001-2002)

Fort White High School, Fort White, Florida

Professional Development Committee (2001-2002)

Fort White High School, Fort White, Florida

SAC Committee (2000-2002)

Fort White High School, Fort White, Florida

Federal Reading Grant (FLASH) Writing Team (1999-2000)

Columbia County School Board, Lake City, Florida

Textbook Chairperson (1999-2000)

Melrose Park Elementary School, Lake City, Florida

Grade Level Chairperson (1998-1999)

Melrose Park Elementary School, Lake City, Florida

Project R.O.L.L. Grant Committee Member (1997-1999)

Columbia County School Board, Lake City, Florida

Project R.O.L.L. Facilitator (1997-1999)

Melrose Park Elementary School, Lake City, Florida

Textbook Chairperson (1996-1997)

Melrose Park Elementary School, Lake City, Florida

Media/Technology Committee (1994-2000)

Melrose Park Elementary School, Lake City, Florida

SAC Committee (1994-2000)

Melrose Park Elementary School, Lake City, Florida

## SERVICE TO COMMUNITY

Early Learning Coalition Board of Directors (2012-present)  
United Way of Suwannee Valley Board of Directors Allocations Committee (2010-present)  
150<sup>th</sup> Anniversary Community Choir (2009-2010)  
University/College Council (2009-2010)  
St. Leo University Advisory Council (2007- 2010)  
Columbia High School Soccer Boosters (2002-2003)  
Columbia High School Dugout Club (2002-2003)  
Take Stock in Children Mentor (2000-2002)  
Fort White High School Band Boosters (2000-2001)  
Fort White High School Soccer Boosters (2000-2001)  
Columbia High Tennis Team Boosters (1999-2002)  
North Florida Air Show (1999-2000)  
SAC Melrose Park Elementary School (1992-1993)  
School Volunteer, Melrose Park Elementary School (1992-1993)  
School Volunteer, The Kindergarten Center, (1991-1992)

## AWARDS AND HONORS:

2012 National Institute for Staff and Organizational Development (NISOD) Excellence Award  
Chancellor's Leadership Seminar, 2010 cohort, St. Petersburg, Florida (2010)  
Accelerated Reader Model Educator, Melrose Park Elementary School, Lake City, Florida  
(2000)

## PROFESSIONAL AFFILIATIONS: (Past and Present)

Association for Supervision and Curriculum Development (ASCD)  
Columbia Association of Computer Education (CASE)  
Florida Association of Colleges for Teacher Education (FACTE)  
Florida Association of Community Colleges (FACC)  
Florida Association of Computer Education (FACE)  
Florida Technology Education Association (FTEA)  
International Technology Education Association (ITEA)  
National Association of Community College Teacher Education Programs (NACCTEP)