

FLORIDA GATEWAY COLLEGE

Job Description

Director of Academic Programs

DISTINGUISHING CHARACTERISTICS:

This position is an administrative position providing administrative and developmental support for faculty in the Liberal Arts and Sciences division 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 advancement of those programs.

ESSENTIAL JOB FUNCTIONS:

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

- Directly supervises faculty coordinators and evaluates select full-time employees in the Academic Programs division.
- Oversees the preparation of the Division's master class schedule.
- Administers and coordinates the preparation of all Division budgets.
- Serves as liaison with other programs and areas of the college.
- Oversees the hiring, placement, and evaluation of adjunct faculty.
- Provides leadership in curriculum evaluation and development for all curricula leading to the Associate in Arts degree.
- Coordinates professional development opportunities for all full time employees in the Division including faculty development relating to state requirements as they relate to the Associate of Arts Degree.
- Serves on select college committees.
- Provides leadership in the growth of student enrollment and learning.
- Oversees student complaints and grievances from academic programs area.
- Oversees the setting and follow-through of goals/objectives through strategic planning online.
- Produces and oversees relevant reports and reviews (e.g. equity report, SACS program review process, relevant SACS documents, QEP, etc).
- Ensures compliance with SACS and Florida DOE requirements and rules that pertain to academic programs.
- Works with district partners to address academic needs that are of common concern(e.g. dual enrollment courses).
- Other duties as assigned.

(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 trends in innovative methods of instruction.
- Knowledge of the College's policies as they apply to a wide variety of programs and activities.
- Knowledge of effective management of learning environment.
- Knowledge of budgeting procedures to insure adequate funding to support programs. Skill in interpersonal relationships.
- Ability to communicate effectively both verbally and in writing. Ability to plan, organize, and delegate responsibility to staff in order to maintain efficiency both verbally and in writing.
- Ability to develop and administer budgets.
- Ability to analyze and recommend solutions.

EDUCATION AND EXPERIENCE:

Master's degree in appropriate area plus three years experience in the academic area of community college teaching and/or administration. Computer literate. Doctorate or significant post-graduate study in education field preferred.

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/classroom environment.

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

estimated at \$68,000.

- *Co-PI, 2004 McGraw Hill Institute for Student Success and Academic Change*, Boone, North Carolina, June 19-23, 2004.
- *PI, "Preparing Tomorrow's Science & Mathematics Teachers at Community Colleges: Round II"*, A project of Phi Theta Kappa, funded by the National Science Foundation. February, 2004 – May, 2005.

HONORS AWARDED

- *2013-2014 The Chair Academy, Graduate of the Leadership Training and Development Program*
- *2012 Association of Florida Colleges Institutional Effectiveness, Planning, and Professional Development Commission Exemplary Practice Award.*
- *2010 National Council of Instructional Administrators Exemplary Practice Award.*
- *2005 National Institute for Staff and Organizational Development Excellence in Teaching Award.*
- *2004 Association of Florida Colleges "Professor of the Year."*

PUBLICATIONS AND PRESENTATIONS

- Sharma, A., Pape, S. J., Peace, M., Prosser, S., & Cifuentes, P. (2013, January). *Principles for developing algebra lessons for the connected classroom context*. Presentation at The Annual Conference of the Association of Mathematics Teacher Educators, Orlando, FL.
- Holdren, L., Peace, M., & Cifuentes, P. (2012, November). *Using discourse and calculators to promote student conceptual development*. Presentation at the 38th Annual Conference of the American Mathematical Association of Two-Year Colleges, Jacksonville, FL.
- Cifuentes, P. (2012, November). *Math up at Florida Gateway College*. Presentation at The 63rd Annual Convention of the Association of Florida Colleges, Palm Harbor, FL.
- "Math Up at FGC", Cifuentes, P., Academic Support Center Conference, October 20-21, 2011.
- "Professional Development to Support Community College Teachers' Implementation of Classroom Connectivity Technology", Pape, S., Cifuentes, P., Prosser, S, and Wider, F., American Mathematics Teacher Educators Annual Conference, February, 2011.
- "Math Up at LC³" presented on April 21, 2010 at the International Conference on College Teaching and Learning conference in Jacksonville, FL for the Exemplary Practice Award
- Authored series of Mini-lessons for *Thinking Mathematically*, 4th edition, Blitzer, Prentice Hall, 2008.
- "Creating a Cohort System linking Mathematics, Science and Education" Cifuentes, P., Hickman, T., Adams, T., and Carroll, C., *Preparing Tomorrow's Science & Mathematics Teachers at Community Colleges: Round II*, Case Study, 2005.
- "The MaST Project: Anchoring Math and Science in Future Teachers", Hickman, T., Cifuentes, P., Adams, T., Florida Educational Technology Conference, January, 27, 2005.
- "Reduced Rank Matrix Multistage Wiener Filter with Applications in MMSE Joint Multi-user Detection for DS-CDMA", Cifuentes, P., Myrick, W., Sud, S., Goldstein, S., Zoltowski, M., International Conference on Acoustics Speech and Signal Processing, IEEE, May 13th – 17th, 2002.
- "Low Complexity MMSE Multi-user Detector for DS-CDMA", Sud, S., Cifuentes, P., Myrick, W., Goldstein, S., Zoltowski, M., 35th Annual Asilomar Conference on Signals, Systems, and Computers, IEEE, November 4th – 7th, 2001.
- "Adaptive Beamforming using the Multistage Wiener Filter with a Soft Stop", Ricks, D., Cifuentes, P., Goldstein, S., 35th Annual Asilomar Conference on Signals, Systems, and Computers, IEEE, November 4th – 7th, 2001.

- “*What is Optimal Processing?*”, Ricks, D., Cifuentes, P., Goldstein, S., 34th Annual Asilomar Conference on Signals, Systems, and Computers, IEEE, October 29th – November 1st, 2000.

SERVICES TO STATE AND NATIONAL

- *Member* of NEFEC STEM Advisory Council, NorthEast Florida Educational Consortium, 2014 - present.
- *Reviewer* to evaluate the instructional materials for use in secondary Mathematics classrooms for the Next Generation Sunshine State Standards through the Florida Department of Education, 2013 -2014.
- *Member* of the College and Career Readiness Initiative through the NorthEast Florida Educational Consortium, 2013 – .
- *Member* of the Mathematics Faculty Committee for General Education Core Courses through the Florida Department of Education, 2012 – 2013.
- *Member* of the FCR-STEM Female & Minority Initiative through FLDOE and FSU, 2007 – 2008.
- *Framer* for the Florida Department of Education Math New Content Standards Initiative, 2006 – 2007.
- *Member*, College Placement Test Competency Review Committee, Florida Department of Education, 2007.
- *Member* of Review Board, National Science Foundation, Noyce Scholarship, 2007.
- Florida Gulf Coast University and NEFEC, Project Launch, Mathematics Teacher, 2006.

COMMITTEE WORK

Member, Educational Affairs Committee, 2007 – 2008, 2012 - present.

Member, Institutional Effectiveness Committee, 2013 – present.

Member, Retention Committee, 2011 – present.

Member, Scholarship Advisory Committee, 2012 – present.

Member, Salary and Benefits Committee, 2011 – 2013.

Chairperson, Quality Enhancement Plan Committee for SACS accreditation, 2007 – 2010.

Member, CLAST Waiver Committee, 2004 – 2005, 2007 – 2008.

Member, Technology Committee, 2005 – 2007.

PROFESSIONAL MEMBERSHIPS

AMATYC - American Mathematical Association for Two-Year Colleges

NCTM - National Council of Teachers of Mathematics

NISOD - National Institute for Staff and Organizational Development

AFC - Association of Florida Colleges.