

FLAGLER COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

FLAGLER TECHNICAL INSTITUTE HEALTH SCIENCES FACILITATOR

QUALIFICATIONS:

- (1) Bachelor's Degree, from an accredited College or University in nursing or health sciences; or an AA degree with minimum of three (3) years experience working in health sciences.
- (2) Must be a registered nurse (RN)
- (3) Valid Florida driver license.
- (4) Willing to be flexible in work schedule.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of planning and implementation of a Health Sciences program. Demonstrated ability to manage and coordinate staff, programs, and events. Demonstrated ability to understand budgets and work within program budget. Knowledge of federal, state and district rules, policies and laws related to the Health Sciences program. Possess solid organizational and interpersonal communication skills with ability to build effective relationships with school and community personnel. Possess excellent written and oral communications skills.

REPORTS TO:

FTI Administrator or designee

JOB GOAL

To provide leadership in the planning, implementation and delivery of the Health Sciences program.

SUPERVISES:

As Directed

PERFORMANCE RESPONSIBILITIES:

- * (1) Manage, coordinate, and oversee administration of Health Sciences program to include: staffing, budget and accountability.
- * (2) Attend all required state, federal, and local related meetings.
- * (3) Collaborate with other Flagler Technical Institute (FTI) staff to ensure a quality, well integrated program.
- * (4) Oversee budget of Health Sciences program.
- * (5) Coordinate all service and program elements related to Health Sciences program, including recruitment and job placement.
- * (6) Perform other incidental tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

TECHNOLOGY ACCESS: NO ACCESS

FTI Health Sciences Facilitator (Continued)

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

Job Description Supplement Code 3

Salary Lane: Professional PBB

Approved 06/19/2018