

# SCHOOL DISTRICT OF FLAGLER COUNTY

## JOB DESCRIPTION

### **FLAGLER TECHNICAL COLLEGE SUPERVISOR – HEALTH SCIENCE PROGRAMS**

#### **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 of experience working in health sciences field.
- (2) Must be a registered nurse (RN)
- (3) Valid Florida driver's license.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of planning and implementation of Health Science programs. Demonstrate ability to manage and coordinate staff, programs, and events. Demonstrate ability to understand budgets and work within program budget. Possess solid organizational and interpersonal communication skills with ability to build effective relationships with school and community personnel.

#### **REPORTS TO:**

CTE/AGE Assistant Director

#### **JOB GOAL**

To provide leadership in the planning, implementation, delivery, and management of Health Science programs.

#### **SUPERVISES:**

Health Science Teachers

#### **PERFORMANCE RESPONSIBILITIES:**

- \* (1) Manage, coordinate, and oversee administration of Health Science programs to include: accreditation, staffing, budget, and accountability measures.
- \* (2) Coordinate all service and program elements related to Health Science programs, including recruitment and job placement.
- \* (3) Collaborate with other Flagler Technical College (FTC) staff to ensure a quality, well integrated program.
- \* (4) Follow all federal, state and district rules, policies and laws.
- \* (5) Attend all required state, federal and local related meetings.
- \* (6) Substitute in health science classes when necessary.
- \* (7) Flexible work schedule required.
- \* (8) Participate in in-service training programs.
- (9) Perform other incidental tasks consistent with the goals and objectives of this position.

\*Essential Performance Responsibilities

#### **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.

FTC Health Science Supervisor (Continued)

**EVALUATION:**

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

**TERMS OF EMPLOYMENT**

|                 |              |
|-----------------|--------------|
| Days            | Annual       |
| Hours per Day   | 8            |
| Salary Lane     |              |
| Salary Schedule | Professional |
| Position Code   | 63101        |

**Job Description Supplement Code: 3**

**Salary Lane:** Professional PAIZ

Updated 7/25/23