



Position Title:	Academic Chair	Job Code:	0162-00E
Reports To:	Executive Director	Job Group:	PEC
Department:	Administration	Salary Grade:	18
Prepared By/Date:	Toni Bilbao/6-5-2006	FLSA Status:	Exempt
Approved By/Date:	Toni Bilbao/6-5-2006		
Revised:	Jennifer C. Brito/6-8-2009		

Summary:

The Academic Chair provides academic leadership to all faculty members serve as an integral member of the West Campus administrative team with campus-wide responsibilities for coordinating the development and implementation of curricula and course schedules for all faculty.

Essential Duties and Responsibilities:

- Develops and/or revision of curricula; implements instructional programs
- Develops course schedules and faculty assignments
- Hires, supervises and evaluates instructional personnel; hires adjunct faculty
- Works with Executive Director and assists in preparing and maintaining the budget for campus
- Ensures the effective implementation of the faculty advancement processes
- Provides program information and ensures the availability of advisement services for students.
- Serves on Campus and college-wide committees
- Participates in the development and implementation of Campus policies, procedures and guidelines
- Resolves issues and problems that may arise with faculty, staff and students
- Performs other related duties as required.

Knowledge, Skills and Abilities:

- Knowledge and understanding of College organization, goals and objectives, and polices and procedures.
- Knowledge and understanding of a wide range of instructional systems development, training methods, techniques and formats.
- Knowledge of the requirements of accreditation agencies.
- Excellent organizational and communication skills (both oral and written).
- Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community.
- Skill in computer applications.
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to write speeches and articles for publication that conform to prescribed style and format.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to effectively present information to top management, public groups, and/or boards of directors.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to supervise and train assigned staff including organizing, prioritizing, and scheduling work assignments.

- Ability to work in a multi-ethnic and multi-cultural environment.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

This function/position has been designated as “essential.” This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at the College.

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Master’s Degree in Education with a minimum of five (5) years of management in an academic environment.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name