



<b>Position Title:</b>	Department Chairperson	<b>Job Code:</b>	0162CT
<b>Reports To:</b>	Dean, Academic Affairs	<b>Job Group:</b>	PEC
<b>Department:</b>	Arts & Philosophy	<b>Salary Grade:</b>	18
<b>Prepared By/Date:</b>	Jennifer C. Brito/8-27-2009	<b>FLSA Status:</b>	Exempt
<b>Approved By/Date:</b>	Harry Hoffman/11-8-2010		
<b>Revised:</b>	Jennifer C. Brito/11-10-2010		

### **Summary:**

The Department Chair is an integral member of the administrative team. This individual provides academic leadership for the department and is a managerial and confidential employee who works closely and effectively with faculty and staff.

### **Essential Duties and Responsibilities:**

- Hires, supervises, and evaluates personnel
- Implements instructional programs both in the classroom and labs
- Develops and/or revises curricula and schedules classes
- Supervises the developing and/or revision of curricula
- Develops semester course schedules and faculty assignments
- Ensures effective implementation of the faculty advancement process
- Maintains SACS accreditation compliance
- Resolves issues and problems that may arise with practices of current education research
- Participates in the development of procedures and guidelines
- Prepares and maintains budgets, labs and equipment
- Serves on Campus and College Committees
- Performs other related duties as required

### **Knowledge, Skills and Abilities:**

- Knowledge and understanding of College organization, goals and objectives, and policies 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 budget preparation and management.
- 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:**

Non-Essential

**Minimum Requirements:**

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

- Master's degree in an appropriate field and five (5) years' experience in higher education and/or teaching
- Must have excellent oral and written communication skills, computer literacy and exceptional organizational and interpersonal skills
- Evening and weekend work can be required

**ACKNOWLEDGEMENT**

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

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name