



<b>Position Title:</b>	Department Chairperson		
<b>Reports To:</b>	Associate Dean, Academic Affairs		
<b>Department:</b>	College Prep Department	<b>Job Code:</b>	0162CT
<b>Prepared By/Date:</b>	Jennifer C. Brito/07-07-2009	<b>Job Group:</b>	PEC
<b>Approved By/Date:</b>	Dr. Thomas Meyer/06-25-2010	<b>Salary Grade:</b>	18
<b>Revised:</b>	Donna French/07-28-2011	<b>FLSA Status:</b>	Exempt

### **Summary:**

This position provides academic leadership and serves as an integral member of College and Campus administrative teams. This managerial, confidential employee acts on behalf of the College, provides support, and ensures adherence to relevant areas of the collective bargaining agreement.

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

- Hires, supervises, and evaluates personnel; provides training opportunities for employees
- Implements instructional program and supervises the development and/or revision of curricula
- Prepares and maintains budgets
- Oversees academic labs
- Teaches at least one (1) course within the discipline per academic year
- Resolves issues and problems that may arise with faculty, staff, and students
- Provides opportunities for student success and accessibility to courses and programs
- Develops course schedules and faculty assignments
- Ensures the effective implementation of the faculty advisement process
- Adheres to the collective bargaining agreement
- Hires adjunct faculty
- Provides program information and recruits students
- Assures the availability of advisement services for students with attention to success and retention
- Serves on Campus and College-wide committees
- Participates in the development and implementation of College policies, procedures and guidelines
- Provides training opportunities for employees
- Performs other duties as assigned

### **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
- Possess 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 Microsoft Office and other related 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 English, Reading or related discipline and five (5) years experience in higher education; administrative experience to complement required teaching experience

**ACKNOWLEDGEMENT**

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

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Signature

\_\_\_\_\_  
Date

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