



Position Title:	Department Chairperson, ESL & Foreign Languages		
Reports To:	Academic Dean		
Department:	ESL/Foreign Languages	Job Code:	0162-CT
Prepared By/Date:	Jennifer Brito/08-11-2009	Job Group:	PEC
Approved By/Date:	Dr. Carol Tulikangas/05-11-2011	Salary Grade:	18
Revised:	Donna French/05-11-2011	FLSA Status:	Exempt

Summary:

The Department Chairperson provides academic leadership to the ESL & Foreign Languages Department and serves as an integral member of the College and Campus administrative team. This individual facilitates learning, quality teaching, scholarships, and services. The Department Chairperson also provides support and advice in the collective bargaining process, ensures adherence to relevant areas of any collective bargaining agreement.

Essential Duties and Responsibilities:

- Supervises the development and/or revision of curricula, and implements instructional programs
- Develops course schedules and faculty assignments
- Hires, supervises, evaluates personnel
- Prepares and maintains departmental budgets
- Manages labs, equipment, and other departmental resources
- 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
- Participants in the development and implementation of College policies, procedures, and guidelines
- Resolves issues and problems that may arise with faculty, staff, and students
- Provides training opportunities for employees
- Maintains SACS (Southern Association of Colleges and Schools) accreditation compliance
- Teaches at least one (1) course within the discipline per academic year
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge and understanding of the College's organization, goals, objective, policies, and procedures preferred
- Knowledge and understanding of the requirements of accreditation agencies
- Knowledge and understanding of a wide range of instructional systems development, training methods, techniques and formats
- Excellent organizational and communication skills (verbal and written)
- Skill in budget preparation and management
- Ability to supervise and train assigned staff including organizing, prioritizing, and scheduling work assignments
- 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
- Possess computer skills

- Strong interpersonal skills and the ability to effectively communicate with wide range of individuals and constituencies in a diverse multi-ethnic and multi-cultural community
- Ability to work a flexible schedule that may include evening and weekend assignments

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 TESOL, Foreign Language or related discipline and five (5) years relevant work experience in higher education and/or teaching

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name