



Position Title:	Department Chairperson, Continuing Education and Professional Development		
Reports To:	School Director		
Department:	Continuing Education and Professional Dev.	Job Code:	0162NT
Prepared By/Date:	Jennifer C. Brito/8-26-2009	Job Group:	PEC
Approved By/Date:	Geoff Gathercole/01-05-2012	Salary Grade:	18
Revised:	Donna French/01-04-2012	FLSA Status:	Exempt

Summary:

The Continuing Education and Professional Development Chairperson is a managerial employee who acts on behalf of the College, provides academic and programmatic leadership to the department and serves as integral member of College and Campus administrative teams, and works closely with the Academic Dean, Associate Deans, School Directors and Campus President.

Essential Duties and Responsibilities:

- Hires, supervises and evaluates personnel
- Implements non-credit instructional programs
- Prepares and maintains budgets, labs and equipment
- Provides opportunities for student success in a variety of courses and programs
- Resolves issues and problems that may arise with instructional staff, program management staff students
- Oversees the department in a self-supporting fiscal environment
- Accountable for the growth and innovation of the Department
- Serves as the primary source of information and leadership for the campus regarding non-credit instructional programming with particular emphasis on the State guidelines for Continuing Workforce Education instruction
- Accounts for the growth of the Department in a dynamic area where innovation is the norm
- Represents the College as required on a local, state and national organizations and initiatives
- 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 interpersonal skills and the ability to effectively communicate (both written and oral) with a wide range of individuals and constituencies in a diverse community
- Skill in budget preparation and management
- Ability to demonstrate efficient organizational skills
- Skill in Microsoft and database 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 effectively in a multi-ethnic and multi-cultural environment with staff, faculty, and students

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 and five (5) years of related experience as a mid-level manager in either non-credit programs or similar experience in an academic or entrepreneurial setting

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name