



Position Title:	Department Chairperson	Job Code:	0162
Reports To:	Dean of Academic Affairs	Job Group:	PEC
Department:	English and Communications	Salary Grade:	18
Prepared By/Date:	Jennifer C. Brito/08-10-2009	FLSA Status:	Exempt
Approved By/Date:	Dr. Lourdes Oroza/06-07-2011		
Revised:	Donna French/06-07-2011		

Summary:

This position provides academic leadership to the English and Communications Department and serves as an integral member of the College and Campus administrative team. Facilitates learning, quality teaching, scholarships, and services. Provides support and advice in the collective bargaining process, and 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, and evaluates personnel
- Teaches at least a 3-credit course within the discipline per academic year
- 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
- Participates 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
- 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
- Excellent organizational and communication skills (both oral and written)
- Skill in budget preparation and management
- Ability to supervise and train assigned staff including organizing, prioritizing, and scheduling work assignments
- Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community
- 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

- Skill in Microsoft computer applications
- Ability to work a flexible schedule that may include evening and weekend 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, Speech or related discipline from a regionally accredited institution 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