



Position Title:	Department Chairperson	
Reports To:	Dean of Academic Affairs	
Department:	Health Sciences and Related Studies	Job Code: 0162
Prepared By/Date:	Pete Gutierrez/11-18-2010	Job Group: PEC
Approved By/Date:	Pete Gutierrez/11-18-2010	Salary Grade: 18
Revised:	Jennifer C. Brito/12-02-2010	FLSA Status: Exempt

Summary:

The Department Chairperson provides academic leadership to various Programs in the School of Health Sciences to include Dental Hygiene, Vision Care, Histology Technology, Medical Laboratory Technology, and Health Sciences & Related. The Chair also 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 advise in the collective bargaining process, and ensures adherence to relevant areas of any collective

Essential Duties and Responsibilities:

- Supervises the development and/or revision of curricula, and implements instructional programs
- Develops course schedules and faculty assignments
- Hires, supervises, evaluate 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
- Teaches at least three (3) credit courses each academic year
- Serves on Campus and College-wide committees
- Participates in the development and implementation of College policies, procedures, and guidelines
- Resolves issues and problems that arise with faculty, staff, and students
- Provides training opportunities for employees
- Performs other duties as required

Knowledge, Skills and Abilities:

- Knowledge and understanding of the College's organization, goals, objectives, policies, and procedures
- Knowledge of the requirements of accreditation agencies
- Excellent organizational and communication skills (Oral and Written)
- Skill in budget preparation and management
- Ability to supervise and train 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 multi-ethnic and multi-cultural community
- Ability to effectively present information to top management, public groups, and/or boards of directors
- Must be able to work a flexible schedule that may include evening and weekends 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 a relevant discipline and at least five (5) years of combined experience as an educator and administrator
- Must have excellent oral and written communications skills
- Must have exceptional organizational and interpersonal skills

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name