



<b>Position Title:</b>	Department Chairperson		
<b>Reports To:</b>	Dean of Academic Affairs		
<b>Department:</b>	Mathematics and Sciences	<b>Job Code:</b>	0162
<b>Prepared By/Date:</b>	Jennifer C. Brito/08-11-2009	<b>Job Group:</b>	PEC
<b>Approved By/Date:</b>	Dr. Jeffery Thomas/11-28-2011	<b>Salary Grade:</b>	18
<b>Revised:</b>	Donna French/11-28-2011	<b>FLSA Status:</b>	Exempt

### **Summary:**

This position provides academic leadership and serves as an integral member of the College and Campus administrative team by working closely with other Chairs, the Academic Dean, School Director and Campus President.

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

- Hires, supervises and evaluates personnel
- Establishes and evaluates departmental policies and procedures
- Provides professional development opportunities for all employees in the department
- Ensures the effective implementation of the faculty advancement process and adheres to the collective bargaining agreement
- Teaches at least one (1) course within the discipline per academic year
- Implements student-centered instructional programs in the classroom and labs
- Supervises the development/review of curricula consistent with current research
- Ensures departmental compliance with SACS accreditation guidelines
- Develops semester course schedules and faculty assignments
- Provides program information and ensures the availability of advisement services for students
- Facilitates the resolution of issues and problems that may arise between faculty, staff and students
- Prepares and maintains departmental budgets, labs and equipment
- Participates in the development and implementation of College policies, procedures and guidelines
- Serves on campus and college-wide committees
- 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)
- Possess 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 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 a flexible schedule which may include evening and weekend assignments
- Ability to work effectively in a multi-ethnic and multi-cultural environment with faculty, staff, 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 in Mathematics, Science, or related field and a minimum of five (5) years of combined experience in Education

**ACKNOWLEDGEMENT**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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