



JOB DESCRIPTION

JOB TITLE: Division Director		FLSA: Exempt
Department		Date: 5/19/2015
Dept Code:	Acct Code:	Grade: Faculty Salary Schedule Plus Stipend (See Faculty Compensation Plan)
Reports To: Technical Dean and/or the Vice President of Instruction		

Job Summary

The Division Director reports to the appropriate Dean and/or to the Vice President of Instruction and has broad responsibilities for the overall operations of the academic and occupational programs within the division. The position requires both teaching and administrative duties and serves as an important link between the faculty and the administration. The Division Director is appointed on a year-to-year basis and the duties of the Division Director are performed on a 12-month basis.

Essential Functions

- Works closely with faculty members in the formulation, justification, development, and revision of courses and curricula;
- Works closely with faculty members on the development and assessment of student learning outcomes and other institutional effectiveness measures;
- Ensures that all personnel forms are submitted in a timely basis;
- Provides leadership for engaging faculty and staff participation in support of college-wide educational priorities, including but not limited to, program development, program review and evaluation, curriculum and articulation initiatives, assessment of student learning outcomes, and other College initiatives;
- Works with Program Coordinators to ensure that all textbook requisitions/requests are submitted in a timely basis;
- Provides status reports on activities within the Division to the Dean and to the Vice President; sets forth division goals and objectives and reports to the Dean and the Vice President division accomplishments during the year; recommending plans and activities for the Division for the future growth and development of the Division;
- Assumes a major role in the recruitment, selection, direction, and evaluation of all full- and part-time instructional and non-instructional staff within the division;
- Assumes a major role in the evaluation of instruction and of programs within the division;
- Assumes a specific role in faculty development;
- Develops and implements student recruiting and retention efforts within division programs;
- Works with the Program Coordinators, the appropriate Dean, and the Vice President of Instruction in the preparation and development of the Class Schedule and facility usage;

- Coordinates and consolidates a preliminary budget for division and monitors expenditures emanating from the programs areas and faculty within the division;
- Reviews and makes recommendations concerning all purchases, travel requests, and other expenditures emanating from the programs and the faculty within the division.
- Recommends budget adjustments, as appropriate.
- Works with the Program Coordinators, the Dean, and the Vice President to arrange for substitutes, if necessary, in case of absence by the regular faculty;
- Provides leadership to division faculty in the study and review of literature dealing with new developments, practices, and knowledge of higher education with special emphasis on community colleges;
- Monitors faculty and staff attendance within the division providing accurate and timely Leave Reports to Human Resources; verifies availability of leave prior to approval;
- Teaches classes as assigned; performs the duties of the Instructor;
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees;
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;
- Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement;
- Performs all other duties as assigned.

Minimum Education, Skills and Ability

- A Master's Degree in a teaching discipline specific to the instructional programs of the College and college teaching experience;
- Skills in establishing and maintaining effective working relationships with faculty, staff, other departments, students, and the public;
- Skill in presenting ideas and concepts orally and in writing;
- Ability to manage multiple projects and inspire others to achieve the objectives;
- Ability to work within an open and team environment using collaborative approaches;
- Ability to focus faculty and staff toward student learning;
- Ability to commit to establishing, maintaining, and assessing collaborative educational and service programs; and,
- Ability to foster college-wide partnerships to promote quality in education.

Work Environment

- Work primarily in a climate controlled environment with minimal safety/health hazard potential, but sometimes stressful conditions. Work requires sitting, frequent near vision use for reading and computer use, lifting, stooping, bending, stretching, walking, standing, pushing, pulling, reaching, and other physical exertion.

Special Requirements

- Availability to occasionally work or meet in the evenings and/or on weekends;
- Ability to travel in and out-of-state as well as locally to participate in meetings, conferences, and other activities related to the operation of the instructional program;
- Subject to a criminal background check prior to employment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? _____

Signature

Date