CAPE FEAR COMMUNITY COLLEGE

INSTRUCTIONAL DEPARTMENT CHAIRPERSON

DEFINITION

To coordinate, plan, and review the educational services of an academic program; to coordinate assigned activities with other college programs divisions, departments and campuses and outside agencies; and to provide highly responsible and complex administrative support to an instructional dean. Full time, 40 hours per week on campus.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from higher-level management staff.

Exercises direct and indirect supervision over instructors and clerical staff.

ESSENTIAL AND OTHER IMPORTANT FUNCTION STATEMENTS--Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

Teach one class per semester.

Plan, direct, and participate in the instruction of classes for a specific academic program; develop supplemental materials and tests, maintain accurate records of student attendance and performance.

Develop, plan, implement and administer the goals and objectives as well as policies and procedures regarding as assigned college academic program; approve new or modified systems, policies and procedures.

Evaluate activities and operations of a college academic program; evaluate and ensure that operations meet the goals and objectives of the college and the needs of the student population; establish and monitor program evaluation systems and procedures.

Coordinate and participate in the development and administration of the assigned academic program budget; recommend funds for equipment, materials, and supplies; recommend staffing needs; monitor and approve expenditures; implement mid-year adjustments.

Direct, oversee and participate in the development of the program work plan; assignments work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
**Essential Functions: (continued)**

Select, train, motivate and evaluate instructional personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Provide direction for the development, implementation and review of curriculum, courses and programs.

**Other Important Functions:**

Serve on a variety of committees and study groups; research and develop recommendations related to academic and instructional programs.

Coordinate the academic program’s efforts to recruit and retain students; coordinate the development, review and revision of program publications, publicity and other community relations activities.

Coordinate the selection, use and maintenance of equipment and facilities assigned to the program; may identify, negotiate and contract for educational facilities and locations.

Represent the college to the community and outside organizations.

Provide guidance and advice to students.

Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Organizational and management practices as applied to the planning, analysis and evaluation of programs; policies and operational needs.

Principles and practices of budget preparation and administration.

Principles of supervision, training and performance evaluation.

Pertinent Federal, State, and local laws, codes and regulations.

Principles and procedures of academic and instructional program development and administration in the area of assignment.
INSTRUCTIONAL DEPARTMENT CHAIRPERSON

**Knowledge of:** (Continued)

Principles and practices of curriculum development and instructional strategies.

Current trends, research and development in the area of assignment.

**Ability to:**

Interpret and apply college goals, objectives, policies, procedures, rules and regulations.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Select, supervise, train and evaluate instructional staff.

Effectively direct the provision of the academic area to which assigned in support of the college programs.

Gain cooperation through discussion and persuasion.

Oversee the preparation and administration of an academic program budget.

Conduct committee meetings in an effective and efficient manner.

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- communicating with others
- operating assigned equipment
- handling varied tasks simultaneously.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include the following:

- standing or sitting for extended periods of time
- operating assigned equipment

Maintain mental capacity, which allows the capability of:

- making sound decisions
- evaluating the effectiveness of programs and personnel
- demonstrating intellectual capabilities.
**Ability to:** (Continued)

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

**Experience and Training Guidelines**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:**

Four years of increasingly responsible experience with responsibility for academic and instructional programs in an administrative capacity including at least two years of experience in teaching and/or counseling at a post-secondary level.

**Training:**

A master’s degree from an accredited college or university with major course work in education, one of the sciences or liberal arts or industrial arts depending on assigned program, or a related field is required.

Comment [SB:1]: Revised previous version that had Bachelor’s degree required and Master’s preferred.