CAPE FEAR COMMUNITY COLLEGE

ENGINEERING DEPARTMENT CHAIRPERSON

DEFINITION

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

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from higher-level management staff.

Exercises direct and indirect supervision over lead instructors, instructors, and support personnel.

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

Essential functions:

Teach one class per semester.

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

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

Direct, oversee, and participate in the development of the department work plan; develop and assign instructor, class, and room schedules; plan and implement departmental advising/registration schedules.

Recruit, select, train, motivate, and evaluate instructional and support personnel; provide or coordinate departmental professional development 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 within the department.
**Other important functions:**

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

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

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

Principles and practices of curriculum development and instructional strategies.

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

**Ability to:**

Recruit, select, train, and evaluate instructional and support personnel.

Effectively direct the provision of the department to which assigned in support of the college.
Gain cooperation through discussion and persuasion.

Oversee the preparation and administration of a department 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 long 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

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 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 bachelor’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 department, or a related field. A master’s degree is preferred.

REVISED, JUNE 13, 2001