

## **DIVISION CHAIRPERSON, VOCATIONAL**

### **GENERAL STATEMENT:**

Serves as the immediate supervisor for the respective divisions.

### **REPORTS TO:**

Dean of Workforce Education

### **OCCUPATIONAL GROUP:**

Faculty

### **FLSA:** Exempt

### **QUALIFICATIONS FOR APPOINTMENT:**

#### **EDUCATION:**

Master's degree in a teaching discipline.

#### **LICENSE OR CERTIFICATION:**

None

#### **EXPERIENCE:**

Three (3) years community college teaching experience required.

#### **OTHER:**

None

### **DUTIES AND RESPONSIBILITIES:**

- Coordinate the teaching activities of the division and supervise division personnel.
- Interview and recommend the employment of new personnel in the division to the dean.
- Make or forward recommendations from the faculty regarding curriculum additions, deletions, or revisions to the dean.
- Recommend classroom textbooks and other instructional materials to the dean.
- Assist the dean in preparing class schedules and making teaching assignments.
- Evaluate instruction in accordance with College policies for evaluation.
- Submit recommendations to the dean for the annual departmental budget and to coordinate the execution of the approved budget.
- Supervise the preparation and updating of course syllabi and to assist faculty in the formulation of stated competency objectives for each course in the department.
- Recommend books and instructional materials for the library and media center.
- Inform new faculty members and part-time instructors about the day-to-day operation of the College, which includes such information as absentee reporting, grade deadlines, accuracy of class rolls, etc.
- Secure substitute teachers whenever an instructor is absent from classes.
- Recommend additional compensation for faculty when appropriate and to see that Special Assignment Agreement Forms are properly completed and signed. Also, complete Special Assignment Agreement Forms for part-time faculty members.
- Recommend the employment of departmental student assistants and supervise student assistants when appropriate.
- Review departmental scholarship applications and recommend recipients.
- Other duties as assigned by appropriate supervisory personnel.

### **PHYSICAL REQUIREMENTS:**

- Within the general range of an office or classroom environment.

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*The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.*

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*Employee's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor's Signature*

\_\_\_\_\_  
*Date*

*Approved:*      02/08/95

*Revised:*

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