

## **DIVISION CHAIRPERSON, BUSINESS AND COMPUTER SCIENCE**

### **GENERAL STATEMENT:**

Serve as the immediate supervisor for the respective divisions.

### **REPORTS TO:**

Associate Vice President of Workforce Education

### **OCCUPATIONAL GROUP:**

Faculty

### **FLSA:** Exempt

### **QUALIFICATIONS FOR APPOINTMENT:**

#### **EDUCATION:**

Master's degree required with at least eighteen (18) graduate semester hours in the appropriate teaching discipline.

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

None

#### **EXPERIENCE:**

Three (3) years community college teaching experience required.

#### **OTHER:**

Departments reporting to this position include: Accounting, Business and Office Administration, Medical Office Technology, Early Childhood Development, Computer Science, Legal Assistant Technology and Management.

### **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 associate vice president.
- Make or forward recommendations from the faculty regarding curriculum additions, deletions, or revisions to the associate vice president.
- Recommend classroom textbooks and other instructional materials to the associate vice president.
- Assist the associate vice president in preparing class schedules and making teaching assignments.
- Evaluate instruction in accordance with College policies for evaluation.
- Submit recommendations to the associate vice president 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.

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### **PHYSICAL REQUIREMENTS:**

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

*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.*

\_\_\_\_\_  
*Employee's Signature*

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

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

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

*All TVCC positions are security sensitive and require a criminal background check.*

*Approved: 02/08/95*

*Revised: 11/11/2015*

JD505