

DIVISION CHAIRPERSON, COLLEGE READINESS

GENERAL STATEMENT:

Serve as the immediate supervisor for the respective divisions.

REPORTS TO:

Associate Vice President of Academic Affairs

OCCUPATIONAL GROUP:

Faculty

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Master's degree and 18 graduate hours in 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 Associate Vice President for Academic Affairs.
- Make or forward recommendations from the faculty regarding curriculum additions, deletions, or revisions to the Associate Vice President for Academic Affairs.
- Recommend classroom textbooks and other instructional materials to the Associate Vice President for Academic Affairs.
- Assist the Associate Vice President for Academic Affairs 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 Academic Affairs 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: 6/17/2015

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