

**PARIS JUNIOR COLLEGE DISTRICT
JOB DESCRIPTION**

TITLE: Division Chairperson
DEPT: Jewelry Technology
CLASS: Administration

SALARY LEVEL:
JOB CODE:
FLSA STATUS: Exempt
RETIREMENT ELIGIBILITY: ORP/TRS

PURPOSE: The Division Chairperson has administrative responsibilities for the division and its personnel.

REPORTS TO: Dean of Workforce Education

SUPERVISES: Jewelry Division Faculty and Staff

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

1. Organizational, supervisory and managerial skills, including budget administration and knowledge of compliance regulations, requirements of SACS, THECB, and Policies and Procedures of Paris Junior College.
2. Excellent verbal and written communication skills.
3. Strong public relations and interpersonal skills, including presentation skills.

Education, Experience, and Licensure

1. JA Master Jewelers Certification degree and Associates degree in Jewelry, Horology, or Gemology.
2. Supervisory experience.
3. Experience developing partnerships with business and industry.

MAJOR JOB RESPONSIBILITIES

Essential Job Functions

1. Coordinates budget recommendation and control for instructional services and supplies, travel, and equipment accounts.
2. Maintenance of facility by reporting needed repairs, etc. Recommends improvements and maintenance of facility.

3. Make recommendations to the appropriate dean for class schedules.
4. Advise students in areas of supervision.
5. Coordinates and reviews Jewelry Technology curricula.
6. Monitors and reports absences of faculty and staff.
7. Create new, and strengthen existing partnerships between jewelry industry and the Jewelry Technology programs.
8. Recruit students.
9. Coordinate budget recommendations for instructional services and supplies, travel and equipment accounts.
10. Travel, as necessary, for trade shows, recruitment and partnership development.
11. Coordinates textbook orders.
12. Collecting area class lists of official reporting period and forwarding to dean's office by designated date, collecting grade sheets and forwarding to dean's office at end of semester by designated date.
13. Assists with registration of students on campus and at the off-campus centers.
14. Promotes desirable public/community relations.
15. Submits recommended catalog revisions to catalog committee.
16. Recruits and coordinates divisional scholarships where applicable.
17. Coordinates area advisory committee.
18. Supervises and coordinates duties of area faculty and staff.
19. Assists in the recruitment, employment, and orientation of area faculty and staff.
20. Responsible for ensuring diversity efforts within area of supervision.
21. Coordinates, supervises and performs evaluation process with all part-time and full-time faculty and staff.

22. Reports or approves absences of area faculty and staff.
23. Coordinates opportunities for staff development aimed at increasing professionalism.
24. Responsible for teaching 3 3-hour courses each long semester.
25. Responsible for compliance with Southern Association of Colleges and Schools (SACS) guidelines for area.
26. Displays personal characteristics which reflect positively on the education profession and the College in such ways as:
 - a. Respecting colleagues and observing ethical principles of the education profession.
 - b. Participating in community activities.
 - c. Demonstrating a constructive attitude toward other professional and classified personnel.
 - d. Using appropriate vocabulary free from excessive profanity and slang.
 - e. Displaying use of good judgment, tact, and discrimination.
 - f. Confidentiality of records, information, materials, and office concerns.
27. Demonstrates a knowledge of the subject matter employed by:
 - a. Providing evidence of preparation in the area.
 - b. Being familiar with current research and developments in the area of specialty.
 - c. Maintaining the respect of colleagues in the subject area.
28. Demonstrates leadership qualities:
 - a. Facilitates the solution of problems.
 - b. Instills enthusiasm for professional goals.
 - c. Seeks and encourages new and different approaches to college problems.
 - d. Appraises situations and problems impartially.
 - e. Recognizes staff proficiencies and accomplishments.
 - f. Performs other duties as the President may assign.
 - g. Adheres to statement of ethics.
 - h. Adheres to Paris Junior College covenant for success.

Marginal Job Functions

SPECIFIC EQUIPMENT AND MATERIALS USED

1. Must have knowledge of computer applications such as word processors and electronic spreadsheets.
2. Must be able to use research and information gathering materials.

ESSENTIAL PHYSICAL TASKS

1. Must be able to accommodate frequent walking, sitting, standing, reaching.
2. Must be able to drive moderate distances.
3. Must be able to travel by car or plane for long distances.

ENVIRONMENTAL DEMANDS

1. May be asked to work nights and/or weekends during peak times of the year.
2. May be asked to drive or fly to meetings, trade shows, conferences around the state and/or out-of-state.