

**PARIS JUNIOR COLLEGE DISTRICT
JOB DESCRIPTION**

TITLE: Division Chairperson	SALARY LEVEL:
DEPT:	JOB CODE:
CLASS: Administration	FLSA STATUS: Exempt
	RETIREMENT ELIGIBILITY: ORP/TRS

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

REPORTS TO: Dean of Area

SUPERVISES: Faculty of Division
Faculty clerical assistants
Student assistants

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

1. Organizational skills.
2. Supervisory skills.

Education, Experience, and Licensure

1. Master's degree with 18 graduate hours in the teaching field.
2. Supervisory experience.

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. Monitors and reports absences of faculty and staff.

6. 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.
7. Coordinates textbook orders.
8. Assists with registration of students on campus and at the off-campus centers.
9. Promotes desirable public/community relations.
10. Reviews and develops curriculum to be submitted to curriculum and instruction committee annually.
11. Submits recommended catalog revisions to catalog committee.
12. Coordinates with transfer/articulation officer and college placement officer.
13. Coordinates with respective state agency/professional organizations as assigned by dean.
14. Recruits and coordinates divisional scholarships where applicable.
15. Coordinates area advisory committee.
16. Supervises and coordinates duties of area faculty and staff.
17. Assists in the recruitment, employment, and orientation of area faculty and staff.
18. Reviews and evaluates division dual credit and distance learning offerings.
19. Coordinates efforts with deans and associate dean for distance learning services, including instructional resources.
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. Recommends disciplinary action of area faculty and staff.
23. Reports or approves absences of area faculty and staff.
24. Provides opportunities for staff development aimed at increasing professionalism.

25. Responsible for continuing education as assigned by deans.
26. Responsible for teaching 3 3-hour courses or 2 4-hour courses each long semester.
27. Responsible for compliance with Southern Association of Colleges and Schools (SACS) guidelines for area.
28. 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.
29. 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.
30. 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

ESSENTIAL PHYSICAL TASKS

ENVIRONMENTAL DEMANDS