

**PARIS JUNIOR COLLEGE DISTRICT
JOB DESCRIPTION**

TITLE: Director	SALARY LEVEL:
DEPT: Paris Junior College – Greenville Center	JOB CODE:
CLASS: Administration	FLSA STATUS: Exempt
	RETIREMENT ELIGIBILITY: ORP/TRS

PURPOSE: This position is responsible for the operation of the Paris Junior College - Greenville Center.

REPORTS TO: President

SUPERVISES: Instructional personnel in cooperation with Division Chair
Business Office Clerk - Greenville Center
Secretary III, Paris Junior College - Greenville Center
Security/custodial personnel in cooperation with Sulphur Springs I.S.D.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Education, Experience, and Licensure

1. Master's degree.
2. Three to five years of administrative experience, preferably in education, with strong interpersonal communication skills, including written, oral, and group facilitation.
3. Knowledge of managerial leadership, marketing, personnel, and budget principles with strong commitment to detail.
4. Understand and value community college concept and the broader issues of technical education.
5. Strong commitment to serve the needs of business and industry and promotes economic development initiatives.
6. Teach in an area within the college's curriculum.
7. Should be active in the Hunt County community.

MAJOR JOB RESPONSIBILITIES

Essential Job Functions

1. Ensures smooth operation of the center.
2. Recommends a schedule of courses for credit and continuing education, and adult basic education.
3. Assists in ensuring that those courses meet the specific needs of local employers.
4. Teaches at least one course each semester.
5. Supervises and coordinates duties of area support staff.
6. Assists in the recruitment, employment, and orientation of area faculty and staff.
7. Ensures diversity efforts within area of supervision.
8. Coordinates, supervises and performs evaluation process with all part-time and full-time support staff.
9. Provides input to division chair regarding evaluations of campus faculty.
10. Recommends disciplinary action of area support staff.
11. Reports or approves absences of area support staff; coordinates faculty absences with division chair; forwards reports to main campus for processing.
12. Provides opportunities for staff development of area support staff aimed at increasing professionalism.
13. Responsible for compliance with the Southern Association of Colleges and Schools (SACS) guidelines for area.
14. Displays personal characteristics which reflect positively on 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 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.
15. Demonstrates 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.
16. 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 may be assigned.
 - 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