PARIS JUNIOR COLLEGE DISTRICT
JOB DESCRIPTION

TITLE: Director
DEPT: Paris Junior College - Greenville Center
CLASS: Administration
SALARY LEVEL:
JOB CODE: Exempt
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
Office Manager, Greenville Center
Business Office Clerk – Greenville Center
Secretary B, Paris Junior College – Greenville Center
Security/custodial personnel

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.

5. Strong commitment to serve the needs of business and industry and promote economic development initiatives.

6. Reside in Hunt County or relocate to Hunt County.
MAJOR JOB RESPONSIBILITIES

Essential Job Functions

1. Oversees and ensures smooth operation of the center.

2. Recommends a schedule of courses for credit and continuing education, and adult basic education in cooperation with division chairs and directors.

3. Assists in ensuring that those courses meet the specific needs of the students and employers.

4. Supervises and coordinates duties of area support staff.

5. Assists in the recruitment, employment, and orientation of area faculty and staff.

6. Ensures diversity efforts within area of supervision.

7. Coordinates, supervises, and performs evaluation process with all part-time and full-time support staff.

8. Provides input to division chair regarding evaluations of campus faculty.

9. Recommends disciplinary action of area support staff.

10. Reports or approves absences of area support staff; coordinates faculty absences with division chair; forwards reports to main campus for processing.

11. Provides opportunities for staff development of area support staff aimed at increasing professionalism.

12. Responsible for compliance with the Southern Association of Colleges and Schools (SACS) guidelines for area.

13. Display personal characteristics that reflect positively on the education profession and the College in such ways as respecting colleagues and observing ethical principles of the education profession, participating in community activities, and demonstrating a constructive attitude toward other professional and classified personnel, using appropriate vocabulary free from excessive profanity and slang, displaying use of good judgment, tact, and discrimination, treating records, information, materials, and office concerns in a confidential manner.

14. Demonstrate knowledge of the required subject matter by providing evidence of preparation in the area, maintaining current knowledge of research and developments in the subject area, and maintaining the respect of colleagues in the profession.
15. Demonstrate leadership qualities by instilling enthusiasm for professional goals, recognizing staff proficiencies and accomplishments, adhering to statement of ethics and Paris Junior College covenant for success.

Marginal Job Functions

SPECIFIC EQUIPMENT AND MATERIALS USED

ESSENTIAL PHYSICAL TASKS

1. This position is security-sensitive.

ENVIRONMENTAL DEMANDS

I have read the foregoing job description and understand the responsibilities of the job.

_______________________________________________  
Employee Printed Name

_______________________________________________  ______________________
Employee Signature  Date

_______________________________________________  ______________________
Human Resources Signature  Date