PARIS JUNIOR COLLEGE DISTRICT
JOB DESCRIPTION

TITLE: Director
DEPT: Sulphur Springs Center
CLASS: Administration

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

PURPOSE: This position is responsible for the operation of the Sulphur Springs Center.

REPORTS TO: President

SUPERVISES: Instructional personnel in cooperation with Deans and Division Chairs
Office Manager, Sulphur Springs Center
Secretary A, Sulphur Springs Center
Part-time staff
Security/custodial personnel in cooperation with Sulphur Springs ISD

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Education, Experience, and Licensure

1. Master's degree.

2. Three to five years 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 Hopkins 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 for 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 Southern Association of Colleges and Schools (SACS) guidelines for area.

14. 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.
15. 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.

16. 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  ________________

_______________________________________________  ________________
Human Resources Signature  Date