Job Description

Job Title: Division Director

Department: English, Reading & Humanities **FLSA:** Exempt

The incumbent in this job is expected to assist the college in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Plan, organize and direct the instructional and administrative activities of an assigned division; provide divisional leadership that will ensure a quality instructional process; provide highly responsible instructional and administrative staff support to a dean; coordinate assigned activities with other College divisions.

Characteristic Duties and Responsibilities:

1. Participate in the development, planning, recommendation, implementation, and administration of goals and objectives, and policies and procedures; develop and recommend new or modified programs, courses policies and procedures; support all instructional initiatives of the college.
2. Participate in monitoring and coordinating the development and visibility of instructional courses and programs; ensure that courses and programs reflect current practices and comply with policies, procedures, goals, and objectives.
3. Develop, review, recommend for approval and monitor the use of course outlines, materials, and textbooks; maintain currency on instructional techniques and methods.
4. Manage the supervision, contracting, evaluation and professional development plans of full time faculty and staff; prepare recommendations for full-time faculty recruitment; coordinate the recruitment, selection, contracting and evaluation of part-time faculty and staff.
5. Counsel and advise students; participates in the student grievance process.
6. Participate in the marketing of programs; recruit students; coordinate; coordinate the activation of advisory committees; make presentations to outside contacts.
7. Participate in the development and administration of the divisional budget; forecast and recommend funds needed for staffing, equipment, materials, and supplies; monitor and recommend approval of expenditures.
8. Coordinate administrative operations within the division; coordinate the ordering of textbooks and instructional materials; approve workloads; recommend and implement policies and procedures; ensure faculty qualifications/credentials are certified each term.
9. Use the college Classification /Compensation system and other related policies and procedures and the NC Administrative Code as it affects the division.
10. Confer with and advise appropriate administrators; make timely response to requests for information.
11. Coordinate assigned instructional and administrative activities with those of other instructional divisions and outside agencies and organizations.

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade. August 2008

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Characteristic Duties and Responsibilities

12. Develop and serve on committees and task forces; attend regularly scheduled meetings; research and develop recommendations related to the operation of the division.
13. Appoint program chairs/coordinators with the approval of the dean; appoint faculty/staff to committees.
14. Schedule classes to meet student needs at all locations/times/formats; provide appropriate office support.
15. Represent the College as requested; develop and instruct classes as required; perform related duties.
16. Performs other duties as assigned.

Reporting Relationships:

Direction Received: Receives general guidance and direction from the Dean.

Direction Given: Provides functional direction and guidance to faculty and support staff for program direction and administration.

Minimum Requirements:

Master's degree from an accredited college or university in the discipline related to the assigned and have one year of full-time appropriate work experience in the specialty field. Experience in the development or administration of instructional programs in an education institution, agency or business/industry setting. Other educational qualifications will be established based upon SACS criteria and the requirements of the Division.

Knowledge, Skills, Abilities and Worker Characteristics:

Principles and practices of program management

Methods and techniques of program development and evaluation

Principles of supervision including employee training and performance evaluation

Business and industry needs; computer technology/applications

Curriculum and subject matter related to the division

Methods and techniques of instructional program and curriculum development and evaluation and instructional delivery systems

Methods and techniques of student advisement.

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Organizational and management practices

Principles and practices of college-level instructional administration

Principles of budget development and administration

Methods and techniques of program marketing and publicity

Working Conditions:

Typical office environment.

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