

# **Job Description**

Job Title: Division Director

Department: Foreign Languages & Academic ESL 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.



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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.