# Job Description

**Job Title:** Division Director

**Department:** Health & Human Services **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:

Plans, organizes and directs the instructional and administrative activities of an assigned division; provides divisional leadership that will ensure a quality instructional process; provides highly responsible instructional and administrative staff support to a Dean; coordinates assigned activities with other College divisions; oversees program coordination, curriculum and review.

Division Directors are required to teach six load units per academic year.

## Characteristic Duties and Responsibilities:

1. Participates in the development, planning, recommendation, implementation, and administration of goals and objectives; develops and recommends new or modified courses and programs, and supports all instructional initiatives of the college.

2. Participates in monitoring and coordinating the development and visibility of instructional courses and programs; ensures that courses and programs reflect current practices and comply with policies, procedures, goals, and objectives.

3. Develops, reviews, recommends for approval and monitors the use of course syllabi, materials, and textbooks; maintains currency on instructional techniques and methods.

4. Manages the supervision, contracting, evaluation and professional development plans of full time faculty and staff; oversee the recruitment, selection, contracting and evaluation of part-time faculty and staff.

5. Counsels and advises students; participate in the student grievance process.

6. Participates in the marketing of programs; recruits students; coordinates the activities of advisory committees; makes presentations to outside contacts.

7. Participates in the development and administration of the divisional budget; forecasts and recommends funds needed for staffing, equipment, materials, and supplies; monitors and recommends approval of expenditures.

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. Sept 2014

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8. Coordinates administrative operations within the division; coordinates the ordering of textbooks and instructional materials; approves workloads; recommends and implements policies and procedures; ensures faculty qualifications/credentials are current.

9. Uses the college Classification /Compensation system and other related policies and procedures and the NC Administrative Code as it affects the division.

10. Confers with and advises appropriate administrators; makes timely response to requests for information.

11. Coordinates assigned instructional and administrative activities with those of other instructional divisions and outside agencies and organizations.

12. Develops and serves on committees and task forces; attends regularly scheduled meetings; researches and develops recommendations related to the operation of the division.

13. Appoints program chairs/coordinators with the approval of the Dean or Associate Dean; appoints faculty/staff to committees.

14. Schedules classes to meet student needs at all locations/times/formats; provides appropriate office support.

15. Represents the College as requested.

16. Performs other duties as assigned.

**Reporting Relationships:**

**Direction Received**: Receives general guidance and direction from the Dean or Associate Dean

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

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**Minimum Requirements:**

Master's Degree from a regionally accredited institution in Health, Human Services or related field

or

Master's Degree with 18 graduate semester hours from a regionally accredited institution in Health, Human Services or related field

**Preferred Qualifications:**

- One to three years of administrative experience
- Experience teaching in post-secondary setting

**Knowledge, Skills, Abilities and Worker Characteristics:**

Principles and practices of program management

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, curriculum development, evaluation and instructional delivery systems

Methods and techniques of student advisement

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:**

Office environment

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