

Chattahoochee Valley Community College

Job Description

Chair of Business and Information Technology Department

Employee Name: Debra Plotts
Date Employed: January 4, 1999
Date of Chair Assignment: February 1, 2011
Employment Status: Non-Probationary
Department: Business & Information Technology
Location: Instructional and Performing Arts Center
Supervisory Responsibility: Full-time & Part-time faculty members; Work-study students
Reports to: Dean of Instruction

SUMMARY

This position serves as the Chair for the Business and Information Technology Department. The position of Chair is an at-will assignment recommended by the Dean and approved by the President.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned by the Dean of Instruction or his supervisor.

Commitment to Divisional Management:

- Seeks faculty input on planning, term scheduling, curriculum review and/or change, textbook selection, budget preparation, and other matters in which he/she represents Business and Information Technology department faculty.
- Represents interests of divisional faculty to the Dean of Instruction.
- Informs the Dean of Instruction of departmental matters and faculty concerns.
- Maintains syllabi copies of all courses in the department; reviews regularly and submits a copy for each course to the Dean of Instruction.
- Submits yearly appraisal (evaluation) of each Business and Information Technology faculty member to the Dean of Instruction.
- Works with each Business and Information Technology faculty member to improve instruction and ensures that the faculty member is as productive as possible.
- Keeps faculty informed and maintains open communication lines between members of administration and faculty.
- Seeks to create a positive atmosphere among faculty and to present policies and procedures as well as administrative decisions to faculty in a positive manner.
- Ensures that institutional policies and procedures are adhered to by departmental faculty and staff.
- Supervises Business and Information Technology instruction during evening hours and assists the administrator on duty, when requested.
- Ensures compliance with CVCC and the Alabama State Board of Education policies, SACS criteria, Uniform Guidelines, Americans with Disabilities Act, State Postsecondary Review Entity, and other State, Federal, and accreditation guidelines.
- Directs and maintains required planning, research, employee appraisal, program evaluation, and budgeting processes for the department ensuring broad faculty involvement.
- Maintains and conducts research on Business and Information Technology program graduates and area employers, as requested.
- Compiles data and prepares annual reports as requested.
- Holds and evaluates advisory council meetings for Business and Information Technology department.
- Implements all phases of Business and Information Technology management plan and compiles end of semester paperwork on all classes (coursework, test evaluations, and other evaluations).
- Maintains and revises as needed Business and Information Technology articulation agreements.

- Assesses library and audiovisual holdings in Business and Information Technology by manual inspection and recommends titles for purging, as well as updates.
- Assesses Business and Information Technology software on an annual basis.

Commitment to the College:

- Provides constructive and positive input in discussions in Administrative Council and Division Chair Council meetings.
- Works effectively with other chairpersons.
- Maintains communication with the Dean of Instruction.
- Demonstrates support of other chairpersons and the College administration.
- Demonstrates a commitment to carrying out his/her administrative duties in an efficient, professional manner.
- Keeps abreast of the needs and goals of the College and assists in developing Business and Information Technology faculty and academic policies and procedures in a manner consistent with the needs and goals of the College.
- Participates in both departmental and institutional student and faculty activities.
- Demonstrates support of College-sponsored athletic, artistic, and social events.
- Exhibits respect for students, faculty, staff, and administrators.
- Exhibits confidentiality, honesty, and trustworthiness as a member of the College administrative team.

Commitment as an Instructor:

- Keeps office and on-campus hours as approved by the Dean of Instruction.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Directly supervises all full-time and part-time faculty and staff members in the Business and Information Technology Department. Directly supervises work study students when assigned to department.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MINIMUM EDUCATION and/or EXPERIENCE

Master's degree (M.A. or M.S.) from an accredited university with a minimum of eighteen (18) graduate semester hours in field.

LANGUAGE SKILLS

Ability to read, analyze, and interpret incoming and inter-office information. Ability to read and understand oral and written information submitted. Ability to effectively respond to questions from supervisors, faculty, staff, students and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in units of measure, using whole numbers, fractions, and decimals.

REASONING ABILITY

Ability to carry out instructions furnished in written, oral, or diagram form.

LICENSES or CERTIFICATIONS

Valid driver's license. The employee could, on occasion, be required to drive an automobile or other state vehicle in order to carry out the duties of the position. Driving a state-owned vehicle requires a valid driver's license.

WORKING CONDITIONS

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually low.

The employee will work inside in an office/classroom environment. The employee must follow all safety requirements carefully.

Hazards: None known.

Personal Protective Equipment: The employee is not required to wear personal safety equipment.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to regularly walk; sit; use hands to touch, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Will you be able to perform the essential functions (duties and responsibilities) with or without reasonable accommodations? _____ Yes _____ No

Employee's signature

Date

Supervisor's signature

Date