

APPENDIX AA.1

JOB DESCRIPTION PROGRAM CHAIR/ACADEMIC SPECIALIST DIRECTOR

Job Description

The Program Chair/Academic Specialist Director serves in his/her assigned discipline, works with faculty to promote continuous improvement of the quality of instruction within the assigned program, works with support staff in the area and coordinates the responsibilities of the assigned program, under the direction of the appropriate administrator.

Scope

Under the direction of the appropriate administrator, in collaboration with program faculty, and in compliance with established college policies and procedures, the Program Chair/Academic Specialist Director is a faculty position, which in addition to their regular faculty assignment coordinates and participates in activities supporting program involvement in governance, and develops recommendations regarding scheduling, staffing, instructional program planning, resource allocation, and facility use.

Typical Duties and Responsibilities

Staffing

- Recommends to the appropriate administrator full-time and adjunct faculty staffing needs.
- Recommends to the appropriate administrator support staff needs.
- With discipline faculty, writes job announcements, and recommends search and selection committee composition.
- Assists Human Resources and the appropriate administrator in recruitment of faculty and classified employees.
- Participates in and may coordinate search and selection activities for adjunct faculty.
- Organizes new employee orientations regarding program procedures, instructional issues, and safety training.
- Works with faculty to provide for mentoring of new contract and adjunct faculty.
- Works with faculty to support course consistency in accordance with the official course outline.
- Interviews and recommends the hiring of student workers; submits employment paperwork.
- In consultation with appropriate administrator, may identify the need to add classes, cancel classes, or find substitutes to cover classes or appointments.

Supervision and Evaluation

- When mandated by external accreditation agencies, participates in relevant faculty evaluations.
- May assist and participate in evaluating the day-to-day activities of assigned classified employees and student workers.
- Refers personnel matters to the appropriate administrator.

Budget

- Coordinates, reviews and recommends program expenditures for program needs within established budget parameters and administrative procedures.
- Submits program budget modification/revision proposals with faculty as identified in instructional/student services planning processes.
- May direct the operation of a District-sponsored program that generates income in support of the instructional program.

Curriculum/Services

- Recommends program expansion and modification as identified in instructional/student services plans.
- Leads faculty efforts in maintaining currency, quality and effectiveness in program curriculum/services.
- Assists faculty to develop and format curriculum proposals.
- Coordinates and participates in community advisory committee or articulation officer/transfer committee and serves as liaison to program faculty.

Scheduling

- Working with faculty, prepares schedule recommendations within District guidelines and parameters.
- Working with faculty, reviews and makes corrections to class schedule and catalog during production.
- Recommends contract and adjunct faculty assignments to appropriate administrator according to established procedures and parameters.

Instructional Planning

- Serves as primary resource to program faculty and support staff during the instructional planning process.
- Works with faculty to encourage participation and involvement in the development of the Instructional Plan.
- In accordance with CIP guidelines, coordinates the writing of the Instructional Plan.
- Coordinates and guides the operation of the program in concert with the Instructional Plan.

Accreditation, Certification and Professional Licensing

- Coordinates accreditation compliance in accordance with board policy.
- Monitors, ensures compliance and advises regarding all required certifications and licenses.

Facilities Operation, Purchasing and Maintenance

- May direct the operation of a District instructional facility that, in addition to serving as a classroom, provides services to students or community members.
- Works with faculty in ordering supplies specialized to the program, and in the repair and maintenance of equipment.

Student Recruitment, Advisement and Retention

- Coordinates and assists with the recruitment, retention, prerequisite challenges, and tracking of students within the assigned program.
- In conjunction with the counseling division, performs program and career advising.
- Works with the marketing and communications department to coordinate faculty activities regarding marketing and recruitment as outlined in the approved instructional plan.
- Responds to students and the community regarding program questions and concerns.

Community Collaboration (Industry/Educational Institutions)

- Coordinates faculty activities in university, high school, and community outreach and events as outlined in the approved instructional plan.
- Works with appropriate administrators and Planning and Research Office in conducting industry surveys.
- Works with the marketing and communications department to coordinate press releases, advertisements and other public information promoting programs and events.

Qualifications

- 1) Valid California Community College Instructor credential in appropriate discipline OR meet state minimum qualifications for assigned discipline OR equivalent.
- 2) Knowledge of and commitment to the community college philosophy.
- 3) Effective oral and written communication skills.
- 4) Demonstrated ability to serve in the assigned discipline and perform the other duties effectively as described.
- 5) Ability to communicate well with students of diverse academic, ethnic, socioeconomic, and cultural backgrounds, including students with disabilities.

- 6) Ability to work effectively and collaboratively with others.
- 7) Ability to provide effective direction of an assigned program and/or facility.
- 8) Ability to develop and manage a program or facility budget.
- 9) Ability to train, schedule, supervise and participate in the evaluation of classified employees and student workers.
- 10) Ability to work effectively under deadlines and multiple demands.
- 11) Ability to understand, interpret and apply pertinent laws, rules and regulations.
- 12) Ability to assume positions of leadership in the program, division and on college committees, including teamwork.
- 13) Experience with innovative teaching methods, including the instructional use of computers.