

Appendix K-9

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

DEPARTMENT CHAIR

I. General Responsibilities

Under administrative leadership, it is the responsibility of the Department Chair to provide departmental leadership to foster professional growth, recommend and implement the philosophy and mission of the department and encourage departmental members to maintain excellence in curriculum, and support advancement of the visions, missions, and values of the colleges and District.

The Department Chair is selected in accordance with the current Grossmont-Cuyamaca Community College District Governing Board/United Faculty Agreement.

Under the direction of the appropriate administrator, the Department Chair shall represent the department and coordinate the following activities:

EXAMPLE OF DUTIES:

- A. Call and chair department meetings, attend scheduled meetings of Council of Chairs and Coordinators, Academic Senate or the Instructional Coordinating council, and attend division and other appropriate meetings.
- B. Work with the appropriate administrators in planning and scheduling personnel and activities of the department for regular semesters and summer inter-session.
- C. Provide leadership in evaluation of program/course offerings and in innovation in departmental services, activities and resources.
- D. Work with the appropriate administrator to prepare and recommend the department budget.
- E. Participate in the recruitment, selection, evaluation and in-service training of departmental staff, including certificated part-time and substitute personnel.
- F. Work cooperatively with other chairs and coordinators in the District, other educational institutions, potential employers of graduates, and the general and professional communities to share information and techniques relative to the subject area.
- G. Coordinate activities between the administration, student body, and the department.
- H. Facilitate the program's operation by directing the activities of classified employees in the department, coordinate the activities of those employees, and bring to the attention of the administration those problems which require administrative resolution.
- I. Participate as the designated immediate supervisor in the evaluation of classified employees working in the department.
- J. Provide data and information essential for required reports.
- K. Disseminate program information to staff, students, local high schools, and community to promote program. Advise students concerning aspects of program and specialty field. Advise potential students and coordinate program recruitment effort.
- L. Provide leadership and coordinate activities related to establishing program goals, objectives and evaluation.

Department Chair (cont'd.)

- M. Coordinate the development and upgrading of program brochures'
- N. Coordinate the selection and evaluation of instructional materials.
- O. Participate in the evaluation and purchasing of necessary equipment. This may involve evaluation, justification, request for proposals and requests for bid preparation, board presentations, etc.
- P. Participate in professional organizations and activities.
- Q. Facilitate book orders where appropriate.

SKILLS AND ABILITIES:

The Department Chair needs to have the ability to:

1. analyze data and information;
2. reason logically;
3. develop, evaluate and present alternative solutions effectively, both orally and in writing.

Further, the chair must maintain effective interpersonal relations in dealing with students, department staff, other departments, and management and exercise critical and independent judgment.

5/10/92

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DESCRIPTION
JOB DESCRIPTION**

INSTRUCTIONAL PROGRAM COORDINATOR

I. General Responsibilities

Under administrative leadership, it is the responsibility of the Program Coordinator to represent, coordinate, and provide the leadership necessary to foster professional growth recommended and implement the philosophy and mission of the program; encourage program members to maintain a constant standard of excellence in curriculum and instruction and support advancement of the visions, missions, and values of the colleges and District.

Program Coordinators will be selected by the appropriate administrator.

Under the direction of the appropriate administrator, the Instructional Program Coordinator shall represent the program, and certificated personnel to the extent that is allowed by the certificated bargaining unit contract.

EXAMPLE OF DUTIES:

- A. Call and chair program meetings on a regularly scheduled basis, attend scheduled meetings of the Council of Chairs and Coordinators, Academic Senate or the Instructional coordinating Council and attend division and other appropriate meetings.
- B. Work with the appropriate administrator in planning class schedules and regular semester and summer inter-sessions.
- C. Provide leadership in evaluation of program/course offerings and in fostering innovation in curriculum and teaching methods.
- D. Work with the appropriate administrator in preparing, recommending and justifying the program budget.
- E. Participate in the recruitment, selection, evaluation and in-service training of program staff, including part-time and substitute instructors.
- F. Work cooperatively with other Program Coordinators in the District, other educational institutions, other potential employers of graduates and the community in general to share information and techniques relative to the subject area.
- G. Coordinate activities between the administration, student body, and the program.
- H. Facilitate the program's operation by directing the activities of classified employees in the department, coordinate the activities of those employees, and bring to the attention of the administration those problems which require administrative resolution.
- I. Participate in the evaluation of classified employees working in the department.
- J. Provide program data and information essential for required reports.
- K. Disseminate program information to staff, students, counselors, local high schools and community to promote program. Advise students concerning aspects of program and specialty field. Identify potential students and coordinate program recruitment effort.

INSTRUCTIONAL PROGRAM COORDINATOR (cont'd)

- L. Establish program goals, objectives and program evaluation. Coordinate, develop, update and distribute program brochures.
- M. Work with the Dean to establish business/industry advisory committees and coordinate advisory meetings.
- N. Develop community, human and finance resources in support of the program.
- O. Monitor work study, work experience, field experience, clinical or laboratory assessments in accordance with the District plan and state guidelines.
- P. Work with the Career Planning and Placement Office and serve as referral agent to students and graduates.
- Q. Cooperate with management in articulation with professional societies in order to ensure that graduates are eligible for registry/certificate examinations.
- R. Coordinate the program accreditation process including initiation, writing self-study papers, assembling all required materials and planning the on-site inspection if appropriate.
- S. Facilitate book orders where appropriate.
- T. Participate in the evaluation and purchasing of necessary instructional equipment. This may involve evaluation, justification, request for programs and request for bid preparation, board presentations, etc.
- U. Participate in professional organizations and activities.

SKILLS AND ABILITIES:

The Program Coordinator needs to have the ability to:

1. Analyze data and information;
2. reason logically; and
3. develop, evaluate and present alternative solutions effectively, both orally and in writing.

Further, the Program Coordinator must maintain effective interpersonal relations in dealing with students, department staff, other departments, and exercise critical and independent judgment.