

**SAN JACINTO COLLEGE  
JOB DESCRIPTION**

**TITLE:** Department Chair

**DEPARTMENT:** Applied and Business Technology

**SECURITY SENSITIVE:** Yes

**FLSA STATUS:** Exempt

**GRADE:**

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**FUNCTION:** The Department Chair translates the strategic directions from the Dean and College leadership into instructional activities in workforce education credit, non-credit, and dual credit/early admission students. The Department Chair utilizes specific resources to achieve instructional goals of the division; leads and evaluates the faculty members; coordinates continuous improvement initiatives; and uses experience, best practices, plans, processes, and teams to produce clear deliverables and outputs. All employees of San Jacinto College are expected to demonstrate the values of the institution.

**REPORTS TO:** Dean

**SUPERVISES:** Faculty

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**MAJOR RESPONSIBILITIES:**

**Essential Job Functions (10 or less):**

1. Decision-Making and Leadership
  - a. Creates and approves goals for department by interpreting and supporting the goals of the institution as they relate to the department
  - b. Implements and/or reinforces changes based on policy decision; interprets department policies to faculty, staff, students, and/or public
  - c. Initiates and maintains communication with administrative staff, faculty, students, industry, external community, state, and national agencies
  - d. Informs the dean of decisions involving changes in the department and issues related to other campuses
  - e. Conducts meetings with faculty to evaluate and approve departmental plans and delivery of instruction
  - f. Provides for the necessary research and department support to obtain/maintain external grant funds or donations if appropriate
  - g. Resolves issues between faculty and student
  - h. Keeps current on trends, issues and initiatives in workforce and technical education that may impact teaching and learning within the departmental programs
  - i. Assigns teaching loads and other departmental duties
  - j. Identifies 'best practices' for department or processes in collaboration with industry

- and community needs
  - k. Monitors compliance with policies and procedures of the College
  - l. Attends meetings (e.g. department meetings, task forces, committees, councils)
2. Department Operations – Non-Faculty Activities
    - a. Prepares the annual department budget
    - b. Reviews/approves the purchases of goods and services
    - c. Develops Unit Plans/Program Assessment Plans
    - d. Develops and/or reviews class schedules
  3. Department Operations – Faculty Activities
    - a. Recommends renewal of faculty contracts. Reviews and approves personnel changes within the department and forwards forms to the respective dean
    - b. Determines personnel needs in the department and makes appropriate requests in writing and participates in hiring interviews in conjunction with the appropriate search committee
    - c. Performs tracking and analyzing of program data, specifically student performance and enrollment data
    - d. Develops and implements strategies that support program completion, job placement, and/or transfer opportunities for students when appropriate
    - e. Ensures department participation in student recruitment efforts including new student orientations, job fairs, open house and college night events
    - f. Supervises campus Carl D. Perkins Federal Grant that provides items such as equipment and supplies for workforce education programs; professional development for workforce education faculty, administrators and professional staff; special services to students with disabilities; and library books and periodicals for new programs under development or programs that have been recently implemented.
  4. Professional Development and Performance Management
    - a. Evaluates individual teaching effectiveness at least annually using consistent evaluation procedures, and informs the dean of any concerns about the performance of department members
    - b. Recognizes faculty who demonstrate a high level of teaching effectiveness, giving recognition for positive actions of faculty as well as offering constructive suggestions for professional growth
    - c. Supervises and evaluates new faculty and staff
    - d. Provides and/or promotes professional development opportunities to members of the department as appropriate
    - e. Meets with faculty and/or staff members to create the KPIs that reflect the particular needs of the department, as well as consideration for the annual priorities of the College that impact teaching and learning
    - f. Provides evaluation and ongoing feedback about faculty and/or staff performance
    - g. Participates in validation meetings to review and discuss performance ratings of department members with campus leadership
  5. Curriculum and Assessment
    - a. Facilitates assessment of student learning outcomes
    - b. Facilitates the development of curriculum programs, projects, and initiatives in support of the college's mission and strategic plan and the college's facilities

- master plan
- c. Works with the Office of Institutional Research in gathering data (surveys)
- d. Participates in activities associated with SACS accreditation, program accreditation and/or program review
- e. Monitors program compliance with national, state, and/or regional agencies

### **Additional Job Functions:**

1. Administrative duties as needed to oversee departmental budgets
  - a. Reviews departmental budgets
  - b. Follows and reviews procurement activities
  - c. Reviews compliance to Blackboard standards for faculty
  - d. Approves departmental payroll
  - e. PAR form processing
2. Collaborates with program directors and faculty to develop and implement innovative partnerships with business and industry/ governmental agencies, high schools, and universities.
3. Participate in reviews of division programs selected for the annual program review process.
4. Teach a minimum and maximum of one (1) class per year during the summer only.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge, Skills and Abilities:**

- Applicant must be willing to work a five day workweek, Monday – Friday; must be willing to work additional hours as needed
- Applicant must have excellent communication skills, demonstrated tactical leadership abilities and proven results;
- Proven teaching success in higher education;
- Demonstrate knowledge and achievement in curriculum management;
- Possess effective and consistent organizational, conflict resolution, management, and organizational skills;
- Possess strong verbal, written, and interpersonal skills;
- Demonstrate sound working knowledge of personal computer hardware/software, business management software (i.e. Banner), and the Internet;
- Administrative experience, including ability to establish priorities and make difficult choices among competing demands and to make decisions in a consultative and informed manner;
- Previous experience and ability to effectively and consistently lead and motivate staff.

#### **Education and Experience:**

**Education:** Bachelor's degree from regionally accredited institution or applicable industry experience required. Master's degree from regionally accredited institution preferred.

**Experience:** Five years in community college or industry setting to include teaching or training and /or administration required. Five years teaching and three years progressive leadership or equivalent experience preferred.

**Licenses/Certifications:**