

Position Description

Position Number: C02468

Position Title: Department Chair

Position Working Title: Chair

Work location: R-CBRV - Counseling and Advising

Class Grade: O

Department/Unit: CW Dean Stu Success-RV Stu Services

Supervisor: A01013

Supervisor Title: Dean of Student Affairs

Section I

Key Work Responsibility 1:

30.00%

Department Leadership Responsibilities

List of Duties:

- Facilitate, coordinate, and implement a departmental vision aligned with the college-wide academic vision
- Design and maintain support activities for innovation and idea sharing in the department
- Serve as authority on campus for department-level decisions
- Advise and guide department faculty, staff, and part-time faculty members in professional development and teaching performance
- Coordinate the department's planning and budget process
- Coordinate with collegewide colleagues and serve on steering committees to streamline discipline activities
- Lead accreditation and assessment activities within the department and discipline
- Meet with students and faculty who have concerns about disciplinary or academic matters; mediate the concerns, work with the Office of the Dean of Students to resolve the concerns or direct the student or faculty to more appropriate administrator for resolution;
- Conduct follow-up meetings as indicated, maintain record of outcomes, summarize information, make recommendations to dean for final resolution
- Serve as representative of department or discipline on campus and collegewide committees

- Represent the department to academic, industry and professional communities

Key Work Responsibility 2:

45.00%

Administrative Responsibilities within Department

List of Duties:

- Supervise full-time and part-time faculty members and department staff members
- Manage student, peer, and chair performance reviews of full-time faculty members for dean's approval, and confer with the dean in making recommendations for the faculty member's future objectives
- Conduct performance reviews and evaluate part-time faculty
- Conduct annual performance reviews and evaluate department staff
- Prepare schedule of course offerings, in collaboration with the dean and collegewide colleagues
- Assign teaching or counseling schedules to full-time and part-time faculty members
- Approve non-teaching workload or coordinator assignments for full-time and part-time faculty members
- Approve requisitions, EAP, payroll forms, request for leave or similar documents as delegated by the dean
- Collaborate with dean and department to recruit, train, and develop full-time faculty
- Manage the hiring process for full-time faculty members, making recommendations to the dean for hire
- Work with discipline coordinators to recruit, train, and develop part-time faculty to meet the needs of the department
- Manage staffing issues of department, including HRDE requests for new staff positions, recruitment, hiring, development, and management of department staff
- Where applicable, manage and supervise dedicated department spaces, including labs and specialized instructional or counseling spaces
- Manage the department's budget and other fiscal activities, including contracts, as allocated by

the dean

Key Work Responsibility 3:

25.00%

Academic and/ or Counseling responsibilities within discipline

List of Duties:

- For instructional chairs: teach a minimum of one course per year; maximum of three courses per year, with no more than two courses per semester
- For counseling chairs: teach a minimum of 1 course per year; maximum of 3 courses per year, with no more than 2 in any one semester and/or provide counseling and advising services as appropriate.
- Collaborate with other department chairs on curricular improvements and course / program assessment
- Serve as discipline or program advisor to students

Section II

Working Relationships:

List below the titles of people or groups (e.g., boards, commissions, committees) inside or outside the organization that you regularly contact as part of your job. Do not include your supervisor and employees you may supervise.

Regular Dealings With:	Frequency:	Purpose:
Students	Daily	Teach, advise, mentor, provide information
Fellow chairs and discipline faculty	Monthly	Provide and obtain information about academic or student services matters; coordination of discipline objectives;
Vice-Presidents / Provosts	Monthly	Provide and obtain information about academic or student services matters; planning and coordinating academic or student development area initiatives
Academic or Student Services Senior VP	Quarterly	Provide and obtain information about academic or student services matters; planning and coordinating academic and student services collegewide initiatives

President and other administrators

Semi-annually

Provide and obtain information about academic or student services matters; planning and coordinating academic and student services collegewide initiatives

Comments and Clarifications:

Working Conditions:

Describe any dangerous conditions, unusual physical demands, and/or unpleasant working conditions connected with your job and how these affect you.

General office conditions for most aspects of the job. Job duties may involve trips to multiple Montgomery College campuses to meet with members of the unit.

Physical Requirements:

Indicate any physical requirements of the job, such as significant and unusual walking, lifting, climbing, bending, kneeling, stooping, crawling, reaching, handling, standing, pushing, and pulling. (Specify lbs. lifted)

Lifting 10 to 20 lbs occasionally; Sitting, standing, bending and carrying light objects or materials. Walking through campuses frequently to attend meetings and events; Operating electronic devices and keyboards.

Machines, Hardware/Software Tools, etc:

Machines, Hardware/Software Tools, Chemicals And Equipment Used: List types or names and indicate per cent of time spent on each. Percents need not total 100. Identify the items for which you are assigned maintenance responsibility.

Equipment: Electronic devices such as PC's, laptops, iPhones, iPads 70%; Telephone 10%

Software and Hardware: Microsoft Office applications 85%; database applications (Banner, Qlickview) 5%

What is the most complex part of your job?:

Impact:

Describe how the work you do helps your organization (division, department, etc.). In what ways can your work performance improve operation, for example, increase effectiveness of services, reduce or control costs, or prevent losses?

What kind of errors or mistakes can occur in your position?

What are the probable results of such errors or mistakes?

How are such errors or mistake prevented or corrected (e.g., review by supervisor)? Are there written guidelines or rules you are required to follow in these areas?

Section III

Qualifications: Minimum Education:

Indicate the level of education that a person would be expected to have in order to qualify for the position (that is, performance on the first day of work). This education can be acquired through home study, special courses or in ways other than the usual academic process. The level required, however, should be expressed in terms of years of academic study and degree in order to provide a uniform basis for analysis. (If education beyond the minimum required is considered desirable but not essential, enter the additional amount but indicate that is not part of the basic requirement).

Position requires a Master's degree or equivalent professional experience in one of the designated department disciplines or an applicable discipline; a doctorate is preferred.

Qualifications: Specialized Training Programs, Licenses, etc:

Identify required special courses during formal education, as well as through additional specialized training, that are considered essential to qualify for the position. Also identify any special licenses (operator, chauffeur, and so forth) or certificates required.

No special training or licenses are required for qualification for the position, except those required for eligibility for teaching in the department or discipline.

Qualifications: Minimum Work Experience:

Identify the occupations or fields of specialization in which experience, if any, is needed in order to qualify an individual for the position. Also enter the minimum desirable amount of such experience, expressed in years.

Kind of Experience:

**Number of
Years:**

Full-time teaching or counseling experience in a two- or four-year college, or equivalent educational setting, preferably in at least one of the designated department disciplines 3

Demonstrated leadership experience in higher education, including service as department chair, coordinator, program supervisor, or governance leader, or equivalent leadership experience, preferably with experience at a community college 3

Qualifications: Required Knowledge, Skills, & Abilities:

Please specify any minimum KSAs required (e.g., ability to communicate orally and verbally, etc.).

- Excellent oral and written communication skills
- Excellent interpersonal skills
- Excellent organizational skills
- Facility using Microsoft Office and other applications
- Ability to manage budgets
- Ability to work as part of a team as a leader/facilitator and as a team member
- Good problem solving skills
- Knowledge of College policies and ability to adhere to them
- Ability to multi-task and meet deadlines
- Ability to build consensus and partnerships
- Strategic and tactical planning skills
- Personnel skills such as hiring highly qualified employees and evaluation of employees
- Ability to prioritize multiple, competing priorities

Additional Information:

Supervisory Responsibility:

If the following list is inaccurate or if you supervise temporary employees, trainees, student aides, or volunteers, please write your clarifications and additions in the Other Supervisory Responsibilities text box.

1. Gaby Aranda Administrative Aide II S03205

Other Supervisory Responsibilities:

Montgomery College

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