PANOLA COLLEGE
JOB DESCRIPTION

<table>
<thead>
<tr>
<th>JOB TITLE:</th>
<th>Chair of QEP (Developmental Studies Coordinator)</th>
<th>FLSA status:</th>
<th>Exempt</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT:</td>
<td>Instruction</td>
<td>REPORTS TO:</td>
<td>Dean of Instruction</td>
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**Position summary:** This is a full time position responsible to the Dean of Instruction. This position is responsible for the overall duties associated with instructing students and actively assisting the College as it strives to fulfill its goals and objectives.

**Position responsibilities:**
- Teaching 12 semester hours each fall and spring semester (Receives a 1 class load reduction).
- Serving as role model for faculty members in the department.
- Maintaining a minimum of 40 office hours to be accessible for student conferences.
- Assisting in curriculum development and selection of instructional materials.
- Coordinating a plan that ensures department effectiveness and department specific accreditation as appropriate.
- Coordinating and executing a plan that ensures quality instruction.
- Maintaining links to high schools, colleges/universities, and all external learning sites. Representing department to community and prospective students.
- Meeting all applicable deadlines.
- Directing and implementing the QEP and assisting in writing of reports pertaining to the QEP.
- Recruiting and maintaining a quality part-time faculty pool. Ensuring inclusion of part-time faculty in meetings, faculty development activities, and internal processes.
- Maintaining catalog accuracy for area of responsibility.
- Coordinating scheduling and registration processes including summer registration.
- Coordinating department-specific professional development and ensuring follow-up of professional development activities.
- Preparing and administering budgets.
- Conducting and documenting departmental meetings regularly to ensure involvement by all faculty in department activities.
- Coordinating enrollment management for assigned area.
- Coordinating continuing education offerings for assigned area.
- Maintaining in working order all equipment entrusted to the department.
- Maintaining contemporary knowledge in area of responsibility.
- Conducting periodic evaluations of all part-time and full-time temporary faculty, and participating, as directed by the instructional dean, in the evaluation of all other full-time faculty, and of any other employees assigned to the department.
- Making recommendations on retention of faculty.
- Ensuring compliance with any state and federal laws which may apply to the department, its courses, or to its faculty.
- Assisting in the recruitment of students when appropriate.
- Serving as a good public relations agent, both in the classroom and the community.
- Remaining loyal to Panola College and its purpose.
- Performing all other duties as assigned.

**Minimum Position Requirements:**
- Master’s degree required with at least 18 graduate semester hours in some area of Liberal or Fine Arts. Post-secondary teaching experience and five years experience directly related to the duties and responsibilities specified required.

**Knowledge, Skills, and Abilities Required:**
- Must have a commitment to the philosophy of the college.
- Maintains professional competence in area of responsibility.
- Interpersonal skills which reflect total commitment to student development in all college activities required.
- Thorough knowledge of discipline with the ability to encourage students to use critical thinking and problem solving skills.
- Knowledge of learning theory—motivational, perceptual, and emotional forces present in the learning process and the conditions which affect individual learning and change.
• Knowledge of theories of leadership-alternative techniques and styles for guiding, motivating, and directing individuals under various situational conditions to achieve effective performance.
• Knowledge of current development in related fields of specialization with the ability to keep current with new developments.
• Skills and ability to use current technology.
• Ability to contribute and present innovative ideas for new curricula and programs that combine traditional schedules with new demands from industry schedules.
• Ability to demonstrate consideration of others.
• Ability to manage time to evaluate each student’s progress.
• Ability to deal effectively and fairly with a variety of individuals in a courteous manner.
• Ability to speak, read and write the English language effectively.
• Ability to clearly and effectively present ideas in discussion and oral presentations.
• Ability to meet deadlines for reports and other required paperwork.
• Ability to present a positive and professional image when representing the college.
• Ability to safeguard confidential information from intentional or unintentional disclosure.
• Ability to perform all the essential functions of this job.

**Physical Demands and Work Environment:**

• Work is normally performed in a typical interior/office work environment.
• No or very limited physical effort required; however, the employee must occasionally lift and/or move up to 50 pounds.
• No or very limited exposure to physical risk.
• Some travel required.