

**PANOLA COLLEGE  
JOB DESCRIPTION**

<b>JOB TITLE:</b>	Department Chair – School of Energy	<b>FLSA status:</b>	Exempt
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<b>DEPARTMENT:</b>	Instruction	<b>REPORTS TO:</b>	Dean of Professional & Technical Programs
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**Position summary:** This is a full time, ten and one-half month contract responsible to the Dean of Professional & Technical Programs. The Department Chair 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:**

- Teach courses and serve as role model for faculty members in the department.
- Coordinate a plan that ensures department effectiveness and department specific accreditation as appropriate.
- Coordinate and execute a plan that ensures quality instruction.
- Maintain links to high schools for dual technical credit, and all external learning sites.
- Represent departments to community and prospective students.
- Meet all applicable deadlines.
- Recruit and maintain a quality adjunct faculty pool. Ensure inclusion of adjunct faculty in meetings, faculty development activities, and internal processes
- Maintain catalog accuracy for area of responsibility.
- Coordinate scheduling and registration processes including summer registration.
- Coordinate department-specific professional development and ensuring follow-up of professional development activities.
- Prepare and administer budgets and Institutional Effectiveness for each program.
- Conduct and document department meetings regularly to ensure involvement by all faculty in department activities.
- Coordinate advisory committee activities
- Coordinate continuing education offerings for assigned area.
- Conduct periodic evaluations of all adjunct 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 employee assigned to the department.
- Perform other duties as assigned by the dean.
- Other responsibilities include, but are not limited to: advising students, participating in and chairing committees, recruiting students, assisting with tracking, instruction of noncredit courses to provide training for community and industry leaders, serving as a sponsor of student organizations and building a positive public image for the program. Willingness to sponsor and/or support student activities outside class. Work cooperatively with local high schools in developing dual credit opportunities for technical classes. This position may require day and/or evening hours.
- Serve as a good public relations agent, both in the classroom and the community.
- Remain loyal to Panola College and its purpose.

**Minimum Position Requirements:**

- Bachelor Degree in Energy/Natural Resources required, higher degree preferred; three years teaching experience in an accredited college preferred; interpersonal skills which reflect total commitment to student development in all college activities required; teaching experience using distance learning objectives. Commitment to the teaching profession, its goals and ideas, and enthusiasm for the mission of the community college.

**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 paper work.
- 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.