

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Department Chair – School of Energy	FLSA status:	Exempt
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DEPARTMENT:	Instruction	REPORTS TO:	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.