

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Director of Quality Enhancement Plan (QEP)	FLSA status:	Exempt
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DEPARTMENT:	Instruction	REPORTS TO:	Vice President of Instruction
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Position summary: The Director of the QEP has responsibility for the implementation and management of the Quality Enhancement Plan as part of Panola College's reaffirmation of its SACSCOC accreditation. This is a full time, ten-month contract reporting to the Vice President of Instruction. The Director will also be responsible for the instruction of Education classes for the institution.

Position responsibilities:

- Teaching a certain number of academic classes as assigned.
- 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 Education. Post-secondary teaching experience and five years experience directly related to the duties and responsibilities specified required. Must possess a strong commitment to student centered learning.

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.