

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Chair/Instructor – Preparatory Studies	FLSA status:	Exempt
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DEPARTMENT:	Preparatory Studies	REPORTS TO:	Dean of Academic Transfer
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Position summary: Under indirect supervision, this position is responsible for the Preparatory Studies program. This position reports directly to the Dean of Academic Transfer, keeping him/her abreast of all planning, organizing, staff and development of the Preparatory Studies department.

Position responsibilities:

- Serve as liaison between the Dean and the Faculty within the department
- Teach classes within the program
- Demonstrate excellence in instruction, evaluate faculty, and encourage professional development as needed
- Conduct regular department meetings and record minutes for posting online
- Develop annual department budget request with input from faculty
- Manage approved department budget with appropriate documentation
- Recruit, screen, and facilitate employment of qualified faculty (fulltime and adjunct) as needed
- Assist in recruitment, advisement and registration of students
- Prepare course schedules each semester and update syllabi annually; Coordinate syllabi, course content, and collect IE data for all department courses (i.e. SLOs, Core Assessment, or Capstone) across all Panola College sites
- Assist in adoption of textbooks each semester to be approved by Dean
- Assign faculty workloads
- Manage classrooms, labs, and facilities to ensure students' learning needs are met
- Promote the programs through participation in area and community events as well as press releases
- Develop the curriculum and continue curriculum revisions of the programs so student training and skill development meets
- Assist faculty in resolving Level I appeals and complaints
- Ensure all department information (brochures, website, catalog, handbook, etc.) is current and consistent
- Conduct all aspects of annual department Institutional Effectiveness (assessment, planning, data collection, analysis, reflection, evaluation, new plan and all documentation)
- Provide reports in a timely manner
- Serve on college committees as assigned and recommend department faculty for committees
- Perform other functions consistent with a chair's responsibilities when requested by Administration
- Actively participate in related consortia, partnerships, organizations, etc.
- Support the philosophy and mission of the College
- Performs all other duties as assigned.

Minimum Position Requirements:

- Degree Requirements:
 - Bachelor's degree required with at least 5 years' experience directly related to the duties and responsibilities specified, Master's degree preferred with 18 graduate hours in the discipline.

Knowledge, Skills, and Abilities Required:

- Professional ongoing competence in area of responsibility with ability to encourage students and faculty
- Strong interpersonal and communication skills reflecting commitment to faculty and student development and confidentiality as needed

- Ability to present ideas clearly and effectively in discussion, oral presentations, and written work using English and proper grammar. Ability to apply learning theory: motivational, perceptual, and emotional forces present in the learning process and the conditions which influence learning
- Ability to manage time to evaluate instruction, complete all paperwork as needed, serve on committees and lead curriculum development
- Ability to apply leadership techniques for guiding, and motivating faculty and staff to achieve effective performance
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments
- Ability to foster a cooperative work environment with diverse groups in a fast-paced environment
- Ability to deal effectively and fairly with everyone in a courteous manner, including student and/or faculty disputes and grievances
- Strong computer skills and ability to use current technology
- Ability to perform all responsibilities of the job as listed above
- Ability to represent the college in a positive and professional way at all times
- Enthusiasm and the ability to thrive in an atmosphere of change

Physical Demands and Work Environment:

- Work is normally performed in a typical interior/office work environment
- No or very limited physical effort required; however, employee must occasionally lift and/or move up to 15 pounds
- No or very limited exposure to physical risk
- Some travel required