

Position Description

Program Coordinator

Salary Classification: Exempt

Authority:

Performs independently under the supervision of the appropriate Division Chairperson.

Responsibilities:

In addition to responsibilities as an instructor, be responsible to the appropriate Chairperson for coordination and development of the curriculum area.

Duties:

1. Make sure programs and courses are up-to-date, abreast of technology, and in compliance with state and national accreditation standards.
2. Initiate curriculum updates and revisions.
3. Assist in course offerings and schedules.
4. Assist in budget formation/control/expenditures for:
 - a. Travel (local &/or overnight)
 - b. Supplies
 - c. Equipment
 - d. Learning Resource Center (LRC) holdings
5. Inventory equipment and supplies.
6. Maintain advisory committee to include:
 - a. Recommend membership
 - b. Hold annual meetings
 - c. Maintain records
7. Assist in recruiting and training qualified instructors.
8. Complete or assist with program reports, including but not limited to, annual program review, outcomes assessment, and advanced planning document.
9. Establish/maintain accreditation standards to include (if appropriate):
 - a. Self-study
 - b. Site visits
 - c. Annual reports
10. Perform other duties as assigned.

Position Description

Instructor

Salary Classification: Exempt

Authority:

Performs independently under the supervision of the appropriate Division Chairperson.

Responsibilities:

Faculty members are responsible for insuring instructional excellence for all assigned courses in accordance with college policies and the mission of the Department of Community Colleges.

Duties:

1. Prepare and teach assigned courses in accordance with course outlines and published course schedule.
2. Maintain accurate records for each course taught.
3. Prepare, review, and update course outlines on a regular basis.
4. Recommend and assist with curriculum revisions as necessary.
5. Assist in student recruitment, advising, and retention.
6. Serve on college standing committees and attend meetings.
7. Participate in curriculum advisory committee meetings.
8. Assist in selection and ordering of equipment, supplies, and textbooks.
9. Participate in college events and activities.
10. Attend college commencements.
11. Cooperate in scheduled student evaluations of instructor and course.
12. Keep regular posted office hours as approved by division chair.
13. Submit all college reports in a timely fashion.
14. Attend instructor and departmental meetings as scheduled.
15. Be responsible for professional development and maintaining professional competence.
16. Perform other duties as assigned.