

EASTERN IOWA COMMUNITY COLLEGE DISTRICT

POSITION DESCRIPTION

___CLINTON ___MUSCATINE ___SCOTT ___DISTRICT OFFICE RANGE___

POSITION TITLE:

Department Coordinator/Program Directors

REPORTING RELATIONSHIP:

Dean of Instruction or appropriate Associate Dean

POSITION SUMMARY:

The Department Coordinator/Program Director (DC/PD) provides departmental leadership assisting with operational matters including scheduling, recruitment, program reviews, outcomes assessment and accreditation, as appropriate. Serves as a problem solver, communication link for college and district information, mentor and representative for departmental faculty. The DC/PD supports and represents the Dean or Associate Dean, as needed. Responsible for oversight and observation of adjunct faculty but is not an evaluator of full-time faculty.

MINIMUM QUALIFICATIONS:

- Full-Time Faculty or Facilitator with teaching responsibilities.
- Three years as a full-time faculty member (recommended).
- Excellent verbal/written communication, presentation, and interpersonal, skills and has the ability to develop solid relationships with adjunct and full-time faculty members.
- If pertinent, must meet minimum requirements in accordance with program-specific accrediting body.

GENERAL DUTIES AND RESPONSIBILITIES:

1. Regularly attends and actively participates in DC/PD meetings.
2. Provides accurate and timely communication to assigned department(s) concerning updates learned at DC meetings.
3. Coordinates efforts, ideas, and recommendations of the department.
4. Conducts regularly scheduled departmental and clinical meetings, as needed.
5. Facilitates discipline-specific professional development efforts for both concurrent and non-concurrent adjuncts.
6. Coordinates departmental scheduling with the appropriate Dean.
7. Supports search efforts for full-time faculty in the department. May include serving on search committees as well as coordinating operational matters related to the search process.
8. Supports search efforts for hiring adjunct instructors. May include reviewing resumes, conducting interviews, and recommending candidates to the appropriate Dean.
9. Provides additional mentoring, training, and support to new full-time and adjunct faculty.
10. Reviews course syllabi for department, as needed.
11. Assists with on-boarding of adjunct instructors including technology set-ups, as needed.

12. Conducts or plan an annual observation of both concurrent and non-concurrent adjunct.
13. Serves on Program Review teams.

OTHER RESPONSIBILITIES AS APPLICABLE AND ASSIGNED:

14. Meets with district counterparts.
15. Coordinates Advisory Board meetings twice annually in accordance with accreditation requirements.
16. Monitors department's budget.
17. Orders and updates textbooks on behalf of program needs.
18. Orders supplies for the department.
19. Supports department and program marketing.
20. Participates in advising partnerships for the department.
21. Analyzes course substitutions to bring forward to the appropriate Dean.
22. Evaluates student transcripts for program admission.
23. Troubleshoots equipment and technology, as needed.
24. Develops and revises curriculum regularly to meet accreditation and/or industry needs.
25. Maintains all needed credentials/accreditation.