GADSDEN STATE COMMUNITY COLLEGE

Position Announcement
Posting Date: October 12, 2021
Closing Date: October 26, 2021

POSITION: DIVISION CHAIR FOR SCIENCE

(Supplemental Position - Internal Posting)

THIS POSITION IS POSTED IN COMPLIANCE WITH ALABAMA CODE §16-22-15. IT IS THE INTENT TO PLACE A CURRENT EMPLOYEE IN THIS POSITION.

QUALIFICATIONS:

- Postsecondary faculty credentials according to Board of Trustees and SACS policies for teaching in the science division **required.**
- Current status as a full-time instructor in the science division **required.**
- A commitment to the teaching-learning process of the community college and the open-door admission process.

DUTIES:

Teaching Responsibilities:

- Teaches courses as assigned.
- Conducts instruction in a wide variety of settings and time frames, to include day, evening, and weekends as well as both on and off campus.
- Assists in the planning of instruction; prepares course materials, objectives, and syllabi; and designs curriculum.
- Serves as faculty advisor.
- Serves as a faculty sponsor to student organizations as assigned.

Supervisory Responsibilities:

- Ensures excellence in educational delivery and course/program management.
- Directs and supervises the planning, implementation, and evaluation of the division's instructional programs, including on-campus, online, and dual enrollment offerings.
- Prepares the instructional schedule for the division.
- Prepares instructional offerings at off-campus sites by scheduling classes and arranging for or assigning qualified instructors. Coordinates and responds to scheduling needs expressed by campus directors.
- Travels to all campuses to consult with faculty and assist students.
- Oversees enrollment management, recruitment, and retention for the division.
- Prepares division budget requests and supervises approved budgets.
- Oversees SACSCOC compliance and specialty accreditation compliance for all programs/services in the division.
- Completes all Unit Strategic Plan and Student Learning Outcome processes and evaluates division outcomes.
- Maintains inventory and equipment assigned to the division.
- Assigns classrooms, labs, or other areas used by staff and faculty.
- Ensures that all learning environments (e.g., classroom and lab facilities) are maintained in a safe and orderly manner.
- Provides for staff professional development.
- Supervises and evaluates support staff.
- Assists instructors in the use of technology.

Leadership Responsibilities:

- Conducts division meetings to maintain communication, quality, and continuity.
- Represents the division at college meetings and other activities.
- Directs and participates in the development and evaluation of course syllabi.
- Assists in the hiring of new full-time faculty.
- Recruits, orients, and evaluates part-time faculty.
- Proposes part-time personnel for employment in the instructional programs.
- Supervises full-time and part-time instructors and evaluates instructors on an ongoing basis with an annual evaluation completed by the defined College schedule.
- Maintains division's records.
- Participates in a variety of college activities.
- Participates in the development and evaluation of catalog entries, supplements, and brochures.
- Directs and participates in the academic and career advisement of students.

Miscellaneous Responsibilities:

- Participates in local, regional, state, and national activities necessary to maintain awareness of current issues affecting higher education and specific disciplines.
- Complies with all policies of the College, the Alabama Community College System, and the ACCS Board of Trustees.
- Performs additional duties assigned by the Dean and relevant to specific programs.

Division Specific Responsibilities:

- To be determined by the Dean.

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.

PROJECTED STARTING DATE:

January 2022

SALARY:

Salary supplement of $400 per month. Terminable at the will of the President.

APPLICATION DEADLINE:

October 26, 2021 – 4:00 P.M.

APPLICATION PROCEDURE:

ONLY SALARY SCHEDULE D FULL-TIME INSTRUCTORS IN THE SCIENCE DIVISION ARE ELIGIBLE FOR CONSIDERATION. Send a letter of interest to:

DIRECTOR OF HUMAN RESOURCES
GADSDEN STATE COMMUNITY COLLEGE
P. O. BOX 227
GADSDEN, AL 35902-0227
(256) 549-8236
kcobb@gadsdenstate.edu

Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense.
Application materials are considered privileged and confidential and will be used for employment purposes only.

Gadsden State Community College is an equal opportunity employer.
It is the official policy of the Alabama Community College System, including postsecondary institutions under the control of the Board of Trustees, that no person in Alabama shall, on the grounds of race, color, disability, sex, religion, creed, national origin, age, or other classification protected by Federal or State law, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment.
Gadsden State will make reasonable accommodations for qualified disabled applicants or employees.
More than one position in the same job classification may be filled from the applicants for this position should another vacancy occur during the search process.
The College reserves the right to withdraw this job announcement at any time prior to the awarding.
Any offer of employment is contingent upon a satisfactory criminal background investigation.
This employer participates in E-Verify.