



## **Position Description**

**TITLE:** Instructional Chair

**GRADE:** \* See Pay Matrix Placement Below

**JOB CODE:**

**Job Summary:** *(Brief description of the overall purpose of the position.)*

Under the general direction of the Campus Dean or Assistant Campus Dean for Instruction, and in coordination with the Discipline Coordinator, the Instructional Chair is a 12-month position that supervises the delivery of educational programs with emphasis on quality instruction and continuous improvement of student learning. As a qualified faculty member, this position also teaches a minimum teaching load.

**Essential Duties/Job Scope:** *(The primary and integral job tasks for which the position exists, and the extent or range of operations of those duties.)*

This position develops, organizes and evaluates curriculum; hires, supervises, and evaluates faculty; provides guidance with pedagogy, methodology, and mentoring. This position provides leadership and administrative oversight of educational programs and ensures the integrity of program objectives and learning outcomes; oversees instructional budgets, course and risk management.

**Supervision Received:**

This position receives general direction from a senior administrator.

**Supervision Exercised:**

This position supervises faculty and may supervise clerical/technical personnel.

**Representative Duties/Responsibilities:**

This position supervises full and part-time faculty to include recruiting, hiring, retention, orientation, credentialing, and scheduling workload in accordance with college policy; coordinates full-time faculty evaluation and professional development; takes corrective action when necessary; maximizes student learning and faculty discipline expertise; collaborates with Discipline Coordinators, District Office personnel, and other Instructional Supervisors to guide and mentor faculty in pedagogy, methodology, including best practices in educational technology; ensures excellence in teaching by keeping current on trends and methods; participates in and coordinates professional and faculty development activities; teaches an appropriate number of credits to stay current in learning and teaching (generally 6 credits each academic year, not to exceed 10 credits per year) as agreed upon with supervisor; supports faculty in meeting instructional objectives, selecting textbooks and instructional materials and equipment, and in overall course management including coordination of faculty and department meetings and conferences; maintains regular and accessible office hours for student, staff and faculty consultations; develops and maintains relationships with community members in order to identify and address educational needs; participates in community-based needs assessments and represents CMC at community function, committees, and service groups; participates in development of curricula for degree/certificate programs, continuing education courses, including new program development, new course plans, curriculum reviews for all offerings, and programming and scheduling of courses; responsible for maintenance and enforcement of policies, procedures, and academic standards; provides input and guidance in development of institutional academic policies and procedures; responsible for risk management in the classroom and off-site facilities; may coordinate arrangement of and compliance with off-site facility agreements; manages operational budgets for assigned instructional areas; forecasts enrollment; recommends budget for instructional development and capital equipment; purchases required materials; oversees compliance with grant-funded programs; addresses student issues related to courses within area of responsibility; assures campus compliance with external agency requirements; provides data and information required by state, federal, and other accrediting and regulatory agencies; provides input on campus marketing efforts including bulletin production, local advertising, press releases, and promotional events; provides leadership and service; supervises staff as appropriate; assists in recruiting and retaining students for assigned educational programs; and performs other duties as assigned.

**Knowledge and Abilities:**

Knowledge of: teaching skills, including knowledge of pedagogy, methodology, and educational technology; budget management; strategic planning; pertinent laws, policies and procedures, and/or guidelines affecting areas of responsibility.

Ability to: organize and prioritize work assignments and meet deadlines; proven supervisory skills and experience; learner focused; verbal, written, presentation, and interpersonal skills; good public relations and marketing skills.

**Training and Experience:**

Master's Degree and three years related experience, including a minimum 2 years of supervisory and administrative experience and minimum 1 year full time teaching experience and/or vocational training experience.

**Special Conditions of Employment:**

Must be qualified to teach per CMC Guidelines within a discipline that CMC offers (not limited to disciplines under supervision of the position). Successful completion of a background check will be required. Incumbents in this position will adhere to all safety and compliance policies of Colorado Mountain College while performing all duties assigned.

**Working Conditions:**

This position requires constant sitting, occasional walking, standing, and driving; occasional handling objects, pushing/pulling; frequent reaching with hands/arms, and use of finger movements; occasional lifting, carrying, pushing or pulling objects up to 25 lbs.; ordinary talking, hearing and full vision capabilities; and the ability to read/comprehend, write, communicate orally, and reason and analyze constantly; and perform calculations occasionally. Work is performed using a computer and standard office equipment daily, and driving a vehicle occasionally.

**\* Pay Matrix Placement:**

This is a unique “hybrid” position that is administrative but requires faculty-qualification. Therefore, salary and related salary increases for this position will be based on the Faculty Pay Matrix which considers degree-level and years of service (equivalent years of full-time teaching/training at a 1 year:1 year conversion; and administrative experience at a 2 year: 1 year conversion). Based on the individual’s credentials, the determined salary column and step (not to exceed Step 6) will represent the 12-month salary. When determining faculty qualified and related experience associated with the salary schedule, the current faculty placement rules will prevail. However, this position is considered primarily administrative and, therefore, will fall under the administrative policies and procedures which do not entitle this position to faculty due process rights.

**Revised 7.28.08**

NOTE: This position description is intended to indicate the basic nature of positions allocated to this class and provide examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. Employee may perform other related duties as required to meet the ongoing needs of the organization.