



TEMPLE COLLEGE  
TEMPLE, TEXAS

## Job Description

**JOB TITLE:** Division Director  
**FLSA:** Exempt  
**SALARY LEVEL:** Grade 8-Professional or Faculty Salary Schedule  
**DATE:** May 31, 2007 (Revised)

*The following duties and statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as a complete listing of all responsibilities, duties and skills required of this position*

### **SUMMARY:**

Under general supervision of the Vice President of Educational Services, the incumbent manages the administrative functions of and provides instructional leadership for the assigned division including the supervision of the division's departmental chairs. Oversees fiscal and budgetary management of the division, coordination of contract and grant efforts, and the development and implementation of operational procedures, and special projects.

### **DUTIES AND RESPONSIBILITIES:**

The incumbent will:

Meet with Department Chairs in the division on a regularly scheduled basis.

Make recommendations regarding curricular additions, deletions, or revisions to the Vice President of Educational Services and the College Curriculum Committee.

Advise the Vice President of Educational Services concerning personnel matters.

Provide academic advising to students from the division.

Coordinate all catalog entries affecting the division with the Vice President of Educational Services.

Coordinate with Department Chairs class schedules from the departments and forward to the Vice President of Educational Services.

Monitor and/or adjust class schedules during registration.

Develop and coordinate professional growth and development plans for faculty.

Coordinate with Department Chairs the preparation of course syllabi and course outlines for all credit courses and maintain a complete file of most recent course syllabi for all courses in the division's course offerings.

Coordinate dual credit and other off campus offerings with the Vice President of Educational Services.

Develop and maintain long range planning activities in the division.

Coordinate with Department Chairs, proper budgetary controls.

Coordinate, with Department Chairs, the College's institutional effectiveness plan and assessment of student learning activities within the division.

Actively participate in student recruitment, retention, and marketing activities.

Monitor and evaluate operational effectiveness; effect changes required for improvement.

Perform other duties as assigned by the Vice President of Educational Services.

**MINIMUM EDUCATION AND EXPERIENCE:**

Master's Degree in related discipline and 5-7 years of teaching and/or directly related job experience.

**CERTIFICATION OR LICENSES**

None

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community. Ability to supervise and train staff, including organizing, prioritizing, and scheduling work assignments. Ability to gather data, compile information, and prepare reports. Ability to communicate effectively, both orally and in writing. Ability to make administrative/procedural decisions and judgments. Skill in budget preparation and fiscal management. Ability to plan, organize, implement, evaluate, and modify administrative support needs. Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures. Ability to coordinate and organize meetings and/or special events.

**PHYSICAL EFFORT:**

Light physical activity is required with occasional lifting of objects up to 15 pounds.

**WORKING CONDITIONS:**

Work is normally performed in an office setting.

**SUPERVISORY DUTIES:**

Departmental Chairs, Division Faculty members, Division Secretary

**DIRECT SUPERVISOR:**

Vice President, Educational Services

**ADDENDUM****Departmental Duties**

Manage the administrative functions of and provides instructional leadership for the assigned division including the supervision of the division's departmental chairs.

Oversee fiscal and budgetary management of the division, coordination of contract and grant efforts, and the development and implementation of operational procedures, and special projects.

Provide leadership for continuous programmatic growth and enhancement including the development of productive partnerships with the local, regional, state, and national community.

Make recommendations to the Vice President of Educational Services regarding the organization of the Division faculty and requisite committee assignments.

Function cooperatively with the Division Director, Community Services and Business Training in order to facilitate non-credit training opportunities and with the Associate Vice President of Distance Education to facilitate potential hybrid and online learning opportunities.

Coordinate the activities of the Division's programs to promote efficient and effective use of college resources.

Monitor, respond to, update, and conform to accreditation and regulatory requirements impacting the Division's departments and to coordinate and assist with departmental responses to these requirements.

Make recommendations regarding assessment of student learning, curricular additions, deletions, or revisions to the Vice President of Educational Services and the College Curriculum Committee.

Coordinate with Department Chairs the preparation of course syllabi and course outlines for all credit courses and to maintain a complete file of most recent course syllabi for all courses in the division's course offerings.

Function cooperatively with College staff and administration including, but not limited to, the Vice President of Administrative Services, Executive Director of the Foundation and Director of Institutional Advancement, and the Director of College Communications.