

Position Title: _____ Division Head _____

Employee Name	Ronald E. Prince	Employee No.	
Division	Applied Technology	Department	Aviation, Automotive, Mechanical Studies, Engineering, Welding, Air Conditioning & Refrigeration, Machining, Ag and Natural resources
Classification Level	Division Head	Revised	1-24-2005
Position of Supervisor	Vice President Academic affairs		

Statement of Primary Purpose	
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Provide leadership for and management of division's institutional effectiveness plan and activities; serve as liaison between faculty/staff and administration; monitor and/or conduct annual performance evaluations for department heads and faculty/staff in the division. Investigate new curricula and programs and monitor and evaluate current curricula and course offerings; serve as an instructor, teaching 3-5 hours per semester. Manage and conduct student advisement, registration, and retention efforts.

Essential Functions	
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1. Provide Leadership for institutional effectiveness of the division through assessment, planning, evaluation and program review.
 - A. Coordinate the development of departmental planning objectives annually as outlined in the Planning Document.
 - B. Prepare and coordinate an annual budget request as an integral part of the planning process.
 - C. Submit mid-year and end-of-year status reports for annual objectives and budgets.
2. Promote and participate in staff development. Monitor and assess divisional faculty and staff professional development goals.
3. Conduct classroom and performance evaluations of department heads and program coordinators.
4. Monitor faculty (full and part-time) classroom/lab/shop/clinical evaluations and annual performance evaluations.
5. Assist department heads with the process of recruiting, selecting, and orienting full and part-time faculty.
6. Serve as a liaison between faculty/staff and administration and disseminate relevant information to departments.
7. Coordinate divisional marketing, recruitment, and retention efforts.
8. Supervise and conduct student advisement, pre-registration and registration within the division throughout the year.
9. Serve as an instructor (see Instructor Job Description Essential Functions # 2-7), teaching an average of 3-5 class hours per semester.
10. Investigate and develop, as appropriate, new curricula, programs, and course offerings.
11. Monitor and evaluate division's curricula and course offerings and scheduling.
12. Ensure that programs and courses reflect current thinking and practice and are in compliance with state and national accreditation standards.

13. Monitor advisory committee activities.
14. Supervise the scheduling of classes and assignment of instructors for all programs in the division. Monitor faculty loads.
15. Ensure that college policy and procedure is followed when dealing with matters relating to students and personnel.
16. Ensure that accurate records and reports are maintained and submitted as required.
17. Monitor budget expenditures including equipment, supplies, service contracts, part-time contracts, and travel.
18. Review program and curriculum information for accuracy in all print and electronic publications.
19. Serve as a permanent member of the Academic Affairs Council and Planning Council and on other college committees as requested.
20. Participate in civic, community and/or professional organizations and activities.
21. Report to the Associate Vice-President for Academic Affairs and perform other related duties as assigned.

Qualifications	Division Head Applied Technologies
Minimum requirements, AAS degree and five years as a faculty member in one of the disciplines/programs in the division and supervisory experience necessary. A BS degree preferred if candidate lacks supervisory experience.	
Licensing Requirement	Federal Aviation Administration Airframe and Powerplant Mechanic
Physical Demands	
Working Conditions	
	Fumes from paint, metal from welding, noise from jet engines & acid from

Hazard Assessment	batteries
Personal Protective Equipment	Eye, skin and Hearing Protection
<p>This position description covers the most essential functions and duties associated with this position. The President or appropriate supervisory personnel may assign other duties. The College reserves the right to alter duties, responsibilities, conditions, working hours, and job title as necessary.</p>	

Hazard Assessment

Hazard?			Action Required	
No	Yes	Eliminate	Guard	Personal Protective Equipment

Eye and Face - Is there a danger from:				
1. Flying Particles (rocks, metal, etc.)		X		Eye
2. Molten Metal		X		Eye
3. Liquids	X			
4. Acids		X		Hands & Eyes
5. Caustic Liquids	X			
6. Chemical Gases or Vapors	X			
7. Light Radiation	X			
8. Other	X			

Head - Is there a danger from:				
1. Falling or Flying objects	X			
2. Work being performed overhead	X			
3. Elevated Conveyors	X			
4. Forklift Hazards	X			
5. Exposed Electrical Conductors	X			
6. Loud Noise Levels		X		Hearing
7. Other	X			

Foot - Is there a danger from:					
1. Falling or Rolling Objects	X				
2. Objects Piercing the Sole	X				
3. Electrical Hazards	X				
4. Wet or Slippery Surfaces	X				
5. Chemical exposure	X				
6. Environmental	X				
7. Other	X				

Hand - Is there danger from:					
1. Cuts or Lacerations	X				
2. Abrasions	X				
3. Punctures	X				
4. Chemical burns	X				
5. Thermal burns	X				
6. Harmful Temperature Extremes	X				
7. Other	X				

Miscellaneous - Is there a danger from:					
1. Lifting	X				
2. Blood borne Pathogens	X				

Respiratory - Has the workplace area been evaluated for:					
1. Harmful Dusts		X			
2. Fogs		X			
3. Fumes		X			
4. Mists		X			
5. Smokes		X			
6. Sprays		X			
7. Vapors		X			
8. Other		X			

Torso - Are employee=s bodies protected from:					
1. Hot metals and liquids		X			
2. Cuts		X			
3. Acids		X			
4. Radiation		N/A			
Comments:					
Supervisor Certification			In regard to the above Hazard Assessment, I have performed: a walk-through survey, a specific job analysis, a review of accidents a review of safety equipment selection guidelines and material safety data sheets and selection of the appropriate personal protective equipment for this position.		
Signature of Supervisor:					
Date:					