

Position Title: Division Head, Arts and Sciences

<b>Employee Name</b>	Elizabeth S. Spragins	<b>Employee No.</b>	
<b>Division</b>	Arts and Sciences	<b>Department</b>	
<b>Classification Level</b>	Division Head	<b>Revised</b>	1/24/05
<b>Position of Supervisor</b>	Vice President Academic Affairs		

<b>Statement of Primary Purpose</b>	
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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.

<b>Essential Functions</b>	
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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.

<b>Qualifications</b>	Division Head
Master's Degree with eighteen hours in one of the disciplines/programs in the Division. Five years of experience as a faculty member in a post-secondary institution.	
<b>Licensing Requirement</b>	
<b>Physical Demands</b>	
<b>Working Conditions</b>	
<b>Hazard Assessment</b>	

<b>Personal Protective Equipment</b>	
<p>This position description covers the most essential functions and duties associated with this position. Other duties may be assigned by the President or appropriate supervisory personnel. 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

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

<b>Head</b> - 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				
7. Other	X				

<b>Foot</b> - 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. Bloodborne 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				
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2. Cuts	X				
3. Acids	X				
4. Radiation	X				
<b>Comments:</b>					
<b>Supervisor Certification</b>			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.		
<b>Signature of Supervisor:</b>			<b>Date:</b>		

**Position Title: Division Head, Allied Health & Public Service**

<b>Employee Name</b>	Cindy Archie	<b>Employee No.</b>	
<b>Division</b>	Allied Health & Public Services	<b>Department</b>	Allied Health & Public Services
<b>Classification Level</b>	Division Head	<b>Revised</b>	
<b>Position of Supervisor</b>	Vice President for Academic Affairs		
<b>Statement of Primary Purpose</b>			
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 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.			
<b>Essential Functions</b>			
<ol style="list-style-type: none"> <li>1. Provide Leadership for institutional effectiveness of the division through assessment, planning, evaluation and program review. <ol style="list-style-type: none"> <li>A. Coordinate the development of departmental planning objectives annually as outlines in the Planning Document.</li> <li>B. Prepare and coordinate and annual budget request as an integral part of the planning process.</li> <li>C. Submit mid-year and end-of-year status reports for annual objectives and budgets.</li> </ol> </li> <li>2. Promote and participate in staff development. Monitor and assess divisional faculty and staff professional development goals.</li> <li>3. Conduct classroom and performance evaluations of department heads and program coordinators.</li> <li>4. Monitor faculty (full and part-time) classroom/lab/shop/clinical evaluations and annual performance evaluations.</li> <li>5. Assist department heads with the process of recruiting, selecting and orienting full and part-time faculty.</li> <li>6. Serve as a liaison between faculty/staff and administration and disseminate relevant information to departments.</li> <li>7. Coordinate divisional marketing, recruitment, and retention efforts.</li> <li>8. Supervise and conduct student advisement, pre-registration and registration within the division throughout the year.</li> <li>9. Serve as an instructor (see Instructors Job Description Essential Functions #2-7), teaching an average of 3-5 class hours per semester.</li> <li>10. Investigate and develop, as appropriate, new curricula, programs, and course offerings.</li> <li>11. Monitor and evaluate division=s curricula and course offerings and scheduling.</li> <li>12. Ensure that programs and courses reflect current thinking and practice and are in compliance with state and national accreditation standards.</li> <li>13. Monitor advisory committee activities.</li> <li>14. Supervise the scheduling of classes and assignment of instructors for all programs in the division. Monitor faculty loads.</li> <li>15. Ensure that college policy and procedure is followed when dealing with matters relating to students and personnel.</li> <li>16. Ensure that accurate records and reports are maintained and submitted as required.</li> <li>17. Monitor budget expenditures including equipment, supplies, service contracts, part-time contracts and travel.</li> <li>18. Review program and curriculum information for accuracy in all print and electronic publications.</li> <li>19. Serve as a permanent member of the Academic Affairs Council and Planning Council and on other college committees as requested.</li> <li>20. Participate in civic, community and/or professional organizations and activities.</li> <li>21. Report to the Vice President for Academic Affairs and Student Services and perform other related duties as assigned.</li> </ol>			
<b>Additional Responsibilities</b>			
<ul style="list-style-type: none"> <li>* Serve on NCCCS committee/task forces as requested.</li> <li>* Serve on NC Center for Nursing Articulation Task Force.</li> <li>* Manage the Kate B. Reynolds Grant for the Dental Clinic.</li> <li>* Serve as Program Coordinator for Exposure Control Plan for Blood Borne Pathogens.</li> </ul>			

Qualifications	
	<p><u>Division Head:</u> Master=s Degree with eighteen hours in one of the disciplines/programs in the Division. Five years of experience as a faculty member in a post-secondary institution.</p> <p><u>Nursing Instructor:</u> Baccalaureate in Nursing. Master=s in Nursing preferred. Two calendar years prior full -time employment for the equivalent in clinical nursing as a RN.</p>
Licensing Requirement	
	<p>Nursing Faculty: Current unrestricted license as a RN in North Carolina            Division Head- none</p>
Physical Demands	
	<ol style="list-style-type: none"> <li>1. Hearing - Auditory ability sufficient to monitor and assess health needs.</li> <li>2. Visual - Visual ability sufficient for observation and assessment necessary in nursing care.</li> <li>3. Tactile - Tactile ability sufficient for physical assessment.</li> <li>4. Communications - Communication abilities sufficient for interaction with others in verbal and written form.</li> <li>5. Mobility - Physical abilities sufficient to move from room to room and maneuver in small spaces.</li> <li>6. Motor Skills - Gross and fine motor abilities sufficient to provide safe and effective nursing care.</li> <li>7. Critical Thinking - Critical thinking ability sufficient for clinical judgment.</li> <li>8. Interpersonal - Interpersonal abilities sufficient to interact with individuals, families and groups from a variety of social emotional, cultural, and intellectual backgrounds.</li> </ol>
Working Conditions	
	<p>Indoor climate-controlled environment.</p>
Hazard Assessment	
	<p>Nursing: Moderate hazard level</p>
Personal Protective Equipment	
	<p>Nursing mask, gloves, protective clothing and eye protection as recommended by the Center for Disease Control.</p> <p>Division Head: None</p>
<p>This position description covers the most essential functions and duties associated with this position. Other duties may be assigned by the President or appropriate supervisory personnel. 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

<b>Eye and Face</b> - Is there a danger from:				
1. Flying Particles (rocks, metal, etc.)	No			
2. Molten Metal	No			
3. Liquids		Yes		PPE
4. Acids	No			
5. Caustic Liquids	No			
6. Chemical Gases or Vapors	No			
7. Light Radiation	No			
8. Other	No			
<b>Head</b> - Is there a danger from:				
1. Falling or Flying objects	No			
2. Work being performed overhead	No			
3. Elevated Conveyors	No			
4. Forklift Hazards	No			
5. Exposed Electrical Conductors	No			
6. Loud Noise Levels	No			
7. Other	No			
<b>Foot</b> - Is there a danger from:				
1. Falling or Rolling Objects		Yes		Guard
2. Objects Piercing the Sole	No			
3. Electrical Hazards		Yes	Eliminate	
4. Wet or Slippery Surfaces		Yes	Eliminate	
5. Chemical exposure	No			
6. Environmental	No			
7. Other				

<b>Hand</b> - Is there danger from:					
1. Cuts or Lacerations		Yes			PPE
2. Abrasions		Yes			PPE
3. Punctures		Yes			PPE
4. Chemical burns	No				
5. Thermal burns	No				
6. Harmful Temperature Extremes	No				
7. Other					
<b>Miscellaneous</b> - Is there a danger from:					
1. Lifting		Yes		Mechanical lifts/body mechanics	
2. Bloodborne Pathogens		Yes			PPE
<b>Respiratory</b> - Has the workplace area been evaluated for:					
1. Harmful Dusts	No				
2. Fogs	No				
3. Fumes	No				
4. Mists	No				
5. Smokes	No				
6. Sprays		Yes			PPE
7. Vapors	No				
8. Other-Infectious microorganisms		Yes			PPE
<b>Torso</b> - Are employee=s bodies protected from:					
1. Hot metals and liquids		No			
2. Cuts		No			
3. Acids	No				
4. Radiation		Yes			PPE
<b>Comments:</b> Exposure to patients exhibiting unpredictable behavior (e.g., striking, biting)					

<b>Supervisor Certification</b>	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.
<b>Signature of Supervisor:</b>	<b>Date:</b>

Position Title: Department Head

<b>Employee Name</b>	Faye Best	<b>Employee No.</b>	0076100
<b>Division</b>	Applied Technologies	<b>Department</b>	Agriculture & Natural Resources
<b>Classification Level</b>	Department Head	<b>Revised</b>	01/20/2005
<b>Position of Supervisor</b>	Division Head		
<b>Statement of Primary Purpose</b>			
Provide departmental leadership for Ag & Natural Resources Department in all areas to include curricula/program compliance; quality instruction; planning and accountability; budgeting and reporting activities; student related activities such as advisement and registration; and marketing and public relations.			
<b>Essential Functions</b>			
<ol style="list-style-type: none"> <li>1. Teach assigned courses ( load # ) (* see Instructors' Essential Functions Numbers 2-7)and maintain a minimum of one scheduled office hour daily</li> <li>2. Review departmental curricula/programs for compliance with the North Carolina Community College System and other accrediting agency standards</li> <li>3. Ensure that all department programs and courses maintain emerging instructional practices, have appropriate course syllabi, objectives, competencies and evaluation tools, and incorporate technology where appropriate</li> <li>4. Serve as academic and career adviser for students</li> <li>5. Coordinate faculty coverage for and assist in student pre-registration/registration</li> <li>6. Coordinate the orientation of new faculty to their roles and responsibilities</li> <li>7. Conduct faculty evaluations, classroom observations, and annual performance appraisals of all staff in the department; coordinate these activities with the division head</li> <li>8. Represent the department in internal and external events/activities. Participate in college activities including faculty, department, division and committee meetings, faculty orientation, advisory committee meetings, pre-registration, registration, graduation exercises, and other required special events</li> <li>9. Conduct regularly scheduled departmental faculty meetings, appointing subcommittees for special tasks as needed</li> <li>10. Ensure that all forms and reports are submitted in an accurate and timely fashion</li> <li>11. Monitor the departmental budget. Review all requisitions for equipment, supplies, and materials as needed by the department.</li> <li>12. Prepare and submit to the division head departmental long and short-range goals, objectives and budget requests annually</li> <li>13. Review activities related to personal/professional development for faculty, including travel requests and faculty coverage</li> <li>14. Coordinate the assignment of instructors and scheduling of classes for the department, requesting courses from other departments as needed</li> <li>15. Recruit, select, coordinate orientation of and evaluate adjunct instructors</li> <li>16. Ensure that all program and curriculum information for the catalog, brochures, news releases, etc. is accurate</li> <li>17. Implement all departmental advisory committee activities</li> <li>18. Coordinate departmental marketing, recruitment and retention efforts</li> <li>19. Report to the Applied Technologies Division Head and perform other related duties as assigned</li> </ol>			
<b>Additional Responsibilities</b>			
Co-advisor for the WCC Ag Club; Chairperson, Staff Development Committee; Member, Marketing Committee, Foundation Mini Grant Committee; Instructor/Coordinator for Agribusines Co-op students; Coordinate out-of-department van usage requests; Liason between WCC and Southeast Region FFA			

<b>Qualifications</b>	
A.A.S., Wayne Community College; B.A.S., Mount Olive College; Academic Study, East Carolina University; Graduate Study, Liberty University	
<b>Licensing Requirement</b>	
None required for this position	
<b>Physical Demands</b>	
Must have the physical ability to stand and walk for extended periods of time, sometimes in remote field lab settings Must have the ability to perform an ordinary amount of lifting not in excess of 50 pounds	
<b>Working Conditions</b>	
Traditional classroom/office setting with some off-site, remote laboratory situations	
<b>Hazard Assessment</b>	
Do not perceive any extraordinary hazards within the realm of job performance	
<b>Personal Protective Equipment</b>	
Departmental instructors have access to first aid kits should a situation call for one. Departmental personnel also wear appropriate clothing, footwear, and head protection as called for by individual field lab situations	
This position description covers the most essential functions and duties associated with this position. Other duties may be assigned by the President or appropriate supervisory personnel. The College reserves the right to alter duties, responsibilities, conditions, working hours, and job title as necessary.	

## Hazard Assessment

Hazard?			Action Required	
No	Yes	Eliminate	Guard	Personal Protective Equipment

<b>Eye and Face</b> - Is there a danger from:					
1. Flying Particles (rocks, metal, etc.)	X				
2. Molten Metal	X				
3. Liquids	X				
4. Acids	X				
5. Caustic Liquids	X				
6. Chemical Gases or Vapors	X				
7. Light Radiation	X				
8. Other	X				
<b>Head</b> - 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				
7. Other	X				
<b>Foot</b> - 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				
<b>Hand</b> - 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. Bloodborne 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	NA				
2. Cuts	NA				
3. Acids	NA				
4. Radiation	NA				

**Comments:**

<b>Supervisor Certification</b>	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:
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## Position Title: Department Head \_\_\_\_\_

<b>Employee Name</b>	Sharon Lee Bull	<b>Employee No.</b>	32015
<b>Division</b>	Business and Computer Technologies	<b>Department</b>	Information Systems Technology
<b>Classification Level</b>	Department Head	<b>Revised</b>	January 19, 2005
<b>Position of Supervisor</b>	Division Head, Business and Computer Technologies		
<b>Statement of Primary Purpose</b>			
Provide departmental leadership for the Information Systems Department in all areas to include curricula/program compliance; quality instruction; planning and accountability; budgeting and reporting activities; student related activities such as advisement and registration; and marketing and public relations.			
<b>Essential Functions</b>			
<ol style="list-style-type: none"> <li>1. Teach assigned courses (12-15 hours/sem) (* see Instructors' Essential Functions Numbers 2-7) and maintain a minimum of one scheduled office hour daily</li> <li>2. Review departmental curricula/programs for compliance with the North Carolina Community College System and other accrediting agency standards</li> <li>3. Ensure that all department programs and courses maintain emerging instructional practices, have appropriate course syllabi, objectives, competencies and evaluation tools, and incorporate technology where appropriate</li> <li>4. Serve as academic and career adviser for students</li> <li>5. Coordinate faculty coverage for and assist in student pre-registration/registration</li> <li>6. Coordinate the orientation of new faculty to their roles and responsibilities</li> <li>7. Conduct faculty evaluations, classroom observations, and annual performance appraisals of all staff in the department; coordinate these activities with the division head</li> <li>8. Represent the department in internal and external events/activities. Participate in college activities including faculty, department, division and committee meetings, faculty orientation, advisory committee meetings, pre-registration, registration, graduation exercises, and other required special events</li> <li>9. Conduct regularly scheduled departmental faculty meetings, appointing subcommittees for special tasks as needed</li> <li>10. Ensure that all forms and reports are submitted in an accurate and timely fashion</li> <li>11. Monitor the departmental budget. Review all requisitions for equipment, supplies, and materials as needed by the department.</li> <li>12. Prepare and submit to the division head departmental long and short-range goals, objectives and budget requests annually</li> <li>13. Review activities related to personal/professional development for faculty, including travel requests and faculty coverage</li> <li>14. Coordinate the assignment of instructors and scheduling of classes for the department, requesting courses from other departments as needed</li> <li>15. Recruit, select, coordinate orientation of and evaluate adjunct instructors</li> <li>16. Ensure that all program and curriculum information for the catalog, brochures, news releases, etc. is accurate</li> <li>17. Implement all departmental advisory committee activities</li> <li>18. Coordinate departmental marketing, recruitment and retention efforts</li> <li>19. Report to the Business and Computer Technologies Division Head and perform other related duties as assigned</li> </ol>			

<b>Additional Responsibilities</b>	
N/A	
<b>Qualifications</b>	
Associate of Applied Science Degree in Secretarial Science Bachelor of Applied Science Degree in Business Management Master of Science in Administration Degree, General Administration	
<b>Licensing Requirement</b>	
N/A	
<b>Physical Demands</b>	
N/A	
<b>Working Conditions</b>	
N/A	
<b>Hazard Assessment</b>	
N/A	
<b>Personal Protective Equipment</b>	
N/A	
This position description covers the most essential functions and duties associated with this position. Other duties may be assigned by the President or appropriate supervisory personnel. The College reserves the right to alter duties, responsibilities, conditions, working hours, and job title as necessary.	

# Hazard Assessment

Hazard?			Action Required	
No	Yes	Eliminate	Guard	Personal Protective Equipment

<b>Eye and Face</b> - Is there a danger from:					
1. Flying Particles (rocks, metal, etc.)	✓				
2. Molten Metal	✓				
3. Liquids	✓				
4. Acids	✓				
5. Caustic Liquids	✓				
6. Chemical Gases or Vapors	✓				
7. Light Radiation	✓				
8. Other	✓				
<b>Head</b> - Is there a danger from:					
1. Falling or Flying objects	✓				
2. Work being performed overhead	✓				
3. Elevated Conveyors	✓				
4. Forklift Hazards	✓				
5. Exposed Electrical Conductors	✓				
6. Loud Noise Levels	✓				
7. Other	✓				

<b>Foot</b> - Is there a danger from:					
1. Falling or Rolling Objects	✓				
2. Objects Piercing the Sole	✓				
3. Electrical Hazards	✓				
4. Wet or Slippery Surfaces	✓				
5. Chemical exposure	✓				
6. Environmental	✓				
7. Other	✓				
<b>Hand</b> - Is there danger from:					
1. Cuts or Lacerations	✓				
2. Abrasions	✓				
3. Punctures	✓				
4. Chemical burns	✓				
5. Thermal burns	✓				
6. Harmful Temperature Extremes	✓				
7. Other	✓				
<b>Miscellaneous</b> - Is there a danger from:					
1. Lifting	✓				
2. Bloodborne Pathogens	✓				

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

<b>Torso</b> - Are employee=s bodies protected from:					
1. Hot metals and liquids		✓			
2. Cuts		✓			
3. Acids		✓			
4. Radiation		✓			

**Comments:**

<b>Supervisor Certification</b>	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.
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<b>Signature of Supervisor:</b>	<b>Date: January 19, 2005</b>
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**Position Title: Division Head**

<b>Employee Name</b>	Ray Burrell	<b>Employee No.</b>	0076101
<b>Division</b>	Business and Computer Technologies	<b>Department</b>	Bus Admin and Accounting
<b>Classification Level</b>	Division	<b>Revised</b>	January 19, 2005
<b>Position of Supervisor</b>	Vice President for Academic Affairs		

<b>Statement of Primary Purpose</b>	
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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.

<b>Essential Functions</b>	
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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.

<b>Qualifications</b>	Division Head
Master's Degree with eighteen hours in one of the disciplines/programs in the Division. Five years of experience as a faculty member in a post-secondary institution.	
<b>Licensing Requirement</b>	None
<b>Physical Demands</b>	None
<b>Working Conditions</b>	Not Applicable
<b>Hazard Assessment</b>	Not Applicable
<b>Personal Protective Equipment</b>	Not Applicable

This position description covers the most essential functions and duties associated with this position. Other duties may be assigned by the President or appropriate supervisory personnel. The College reserves the right to alter duties, responsibilities, conditions, working hours, and job title as necessary.

# Hazard Assessment

Hazard?			Action Required	
No	Yes	Eliminate	Guard	Personal Protective Equipment

<b>Eye and Face</b> - Is there a danger from:					
1. Flying Particles (rocks, metal, etc.)	√				
2. Molten Metal	√				
3. Liquids	√				
4. Acids	√				
5. Caustic Liquids	√				
6. Chemical Gases or Vapors	√				
7. Light Radiation	√				
8. Other	√				
	√				
<b>Head</b> - Is there a danger from:					
1. Falling or Flying objects	√				
2. Work being performed overhead	√				
3. Elevated Conveyors	√				
4. Forklift Hazards	√				
5. Exposed Electrical Conductors	√				
6. Loud Noise Levels	√				
7. Other	√				
<b>Foot</b> - Is there a danger from:					
1. Falling or Rolling Objects	√				
2. Objects Piercing the Sole	√				
3. Electrical Hazards	√				
4. Wet or Slippery Surfaces	√				
5. Chemical exposure	√				
6. Environmental	√				
7. Other	√				

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

<b>Miscellaneous</b> - Is there a danger from:					
1. Lifting	√				
2. Bloodborne Pathogens	√				

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

<b>Torso</b> - Are employee=s bodies protected from:					
1. Hot metals and liquids		√			
2. Cuts		√			
3. Acids		√			
4. Radiation		√			

**Comments:**

<b>Supervisor Certification</b>	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.
<b>Signature of Supervisor:</b>	<b>Date: January 19, 2005</b>

Position Title: Department Head

<b>Employee Name</b>	Paul E. Compton	<b>Employee No.</b>	1043
<b>Division</b>	Applied Technology	<b>Department</b>	Engineering and Mechanical Studies
<b>Classification Level</b>	Department Head	<b>Revised</b>	1/20/05
<b>Position of Supervisor</b>	Division Head		
<b>Statement of Primary Purpose</b>			
Provide departmental leadership for <u>Engineering and Mechanical Studies</u> Department in all areas to include curricula/program compliance; quality instruction; planning and accountability; budgeting and reporting activities; student related activities such as advisement and registration; and marketing and public relations.			
<b>Essential Functions</b>			
<ol style="list-style-type: none"> <li>1. Teach assigned courses ( load # ) (* see Instructors' Essential Functions Numbers 2-7)and maintain a minimum of one scheduled office hour daily</li> <li>2. Review departmental curricula/programs for compliance with the North Carolina Community College System and other accrediting agency standards</li> <li>3. Ensure that all department programs and courses maintain emerging instructional practices, have appropriate course syllabi, objectives, competencies and evaluation tools, and incorporate technology where appropriate</li> <li>4. Serve as academic and career adviser for students</li> <li>5. Coordinate faculty coverage for and assist in student pre-registration/registration</li> <li>6. Coordinate the orientation of new faculty to their roles and responsibilities</li> <li>7. Conduct faculty evaluations, classroom observations, and annual performance appraisals of all staff in the department; coordinate these activities with the division head</li> <li>8. Represent the department in internal and external events/activities. Participate in college activities including faculty, department, division and committee meetings, faculty orientation, advisory committee meetings, pre-registration, registration, graduation exercises, and other required special events</li> <li>9. Conduct regularly scheduled departmental faculty meetings, appointing subcommittees for special tasks as needed</li> <li>10. Ensure that all forms and reports are submitted in an accurate and timely fashion</li> <li>11. Monitor the departmental budget. Review all requisitions for equipment, supplies, and materials as needed by the department.</li> <li>12. Prepare and submit to the division head departmental long and short-range goals, objectives and budget requests annually</li> <li>13. Review activities related to personal/professional development for faculty, including travel requests and faculty coverage</li> <li>14. Coordinate the assignment of instructors and scheduling of classes for the department, requesting courses from other departments as needed</li> <li>15. Recruit, select, coordinate orientation of and evaluate adjunct instructors</li> <li>16. Ensure that all program and curriculum information for the catalog, brochures, news releases, etc. is accurate</li> <li>17. Implement all departmental advisory committee activities</li> <li>18. Coordinate departmental marketing, recruitment and retention efforts</li> <li>19. Report to the <u>Applied Technology</u> Division Head and perform other related duties as assigned</li> </ol>			
<b>Additional Responsibilities</b>			
Order supplies and equipment for the Machining Tech. and Plastic Curriculum. Maintain and repair equipment in the machine shop.			
<b>Qualifications</b>			

Bachelor of Science degree in Industrial Technology or Manufacturing. Machining degree, certificates in CNC and MasterCam programming.	
<b>Licensing Requirement</b>	
<b>Physical Demands</b>	
Lifting 50lb	
<b>Working Conditions</b>	
<b>Hazard Assessment</b>	
<b>Personal Protective Equipment</b>	
Safety glasses and no open toe shoes.	
This position description covers the most essential functions and duties associated with this position. Other duties may be assigned by the President or appropriate supervisory personnel. The College reserves the right to alter duties, responsibilities, conditions, working hours, and job title as necessary.	

## Hazard Assessment

Hazard?			Action Required	
No	Yes	Eliminate	Guard	Personal Protective Equipment

<b>Eye and Face</b> - Is there a danger from:					
1. Flying Particles (rocks, metal, etc.)		X			Safety glasses
2. Molten Metal		X			
3. Liquids	X				

4. Acids	X				
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				
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					

**Miscellaneous** - Is there a danger from:

1. Lifting		X			
2. Bloodborne 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	X				

**Comments:**

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**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.

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**Signature of Supervisor:****Date:**

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Position Title: Department Head

<b>Employee Name</b>	Duane Everhart	<b>Employee No.</b>	
<b>Division</b>	Allied Health/Public Services	<b>Department</b>	Public Services
<b>Classification Level</b>	Department Head	<b>Revised</b>	5/28/03
<b>Position of Supervisor</b>	Division Head for Allied Health/Public Services		
<b>Statement of Primary Purpose</b>			
Provide departmental leadership for Public Services Department in all areas to include curricula/program compliance; quality instruction; planning and accountability; budgeting and reporting activities; student related activities such as advisement and registration; and marketing and public relations.			
<b>Essential Functions</b>			
<ol style="list-style-type: none"> <li>1. Teach assigned courses (12-15 (* see Instructors' Essential Functions Numbers 2-7) and maintain a minimum of one scheduled office hour daily</li> <li>2. Review departmental curricula/programs for compliance with the North Carolina Community College System and other accrediting agency standards</li> <li>3. Ensure that all department programs and courses maintain emerging instructional practices, have appropriate course syllabi, objectives, competencies and evaluation tools, and incorporate technology where appropriate</li> <li>4. Serve as academic and career adviser for students</li> <li>5. Coordinate faculty coverage for and assist in student pre-registration/registration</li> <li>6. Coordinate the orientation of new faculty to their roles and responsibilities</li> <li>7. Conduct faculty evaluations, classroom observations, and annual performance appraisals of all staff in the department; coordinate these activities with the division head</li> <li>8. Represent the department in internal and external events/activities. Participate in college activities including faculty, department, division and committee meetings, faculty orientation, advisory committee meetings, pre-registration, registration, graduation exercises, and other required special events</li> <li>9. Conduct regularly scheduled departmental faculty meetings, appointing subcommittees for special tasks as needed</li> <li>10. Ensure that all forms and reports are submitted in an accurate and timely fashion</li> <li>11. Monitor the departmental budget. Review all requisitions for equipment, supplies, and materials as needed by the department.</li> <li>12. Prepare and submit to the division head departmental long and short-range goals, objectives and budget requests annually</li> <li>13. Review activities related to personal/professional development for faculty, including travel requests and faculty coverage</li> <li>14. Coordinate the assignment of instructors and scheduling of classes for the department, requesting courses from other departments as needed</li> <li>15. Recruit, select, coordinate orientation of and evaluate adjunct instructors</li> <li>16. Ensure that all program and curriculum information for the catalog, brochures, news releases, etc. is accurate</li> <li>17. Implement all departmental advisory committee activities</li> <li>18. Coordinate departmental marketing, recruitment and retention efforts</li> <li>19. Report to the Allied Health/Public Services Division Head and perform other related duties as assigned</li> </ol>			
<b>Additional Responsibilities</b>			
Develop an articulation agreement between Wayne Community College Criminal Justice program and North Carolina Wesleyan.			
Develop a Criminal Justice program concentration.			

<b>Qualifications</b>	
Masters degree in Criminal Justice or a master’s degree with a concentration (a minimum of 18 graduate semester hours in Criminal Justice).	
<b>Licensing Requirement</b>	
<b>Physical Demands</b>	
<b>Working Conditions</b>	
Indoor climate controlled environment	
<b>Hazard Assessment</b>	
Minimal hazard level	
<b>Personal Protective Equipment</b>	
This position description covers the most essential functions and duties associated with this position. Other duties may be assigned by the President or appropriate supervisory personnel. The College reserves the right to alter duties, responsibilities, conditions, working hours, and job title as necessary.	

## Hazard Assessment

Hazard?			Action Required	
No	Yes	Eliminate	Guard	Personal Protective Equipment

<b>Eye and Face</b> - Is there a danger from:				
1. Flying Particles (rocks, metal, etc.)	X			
	X			

2. Molten Metal					
3. Liquids	X				
4. Acids	X				
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				
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. Bloodborne 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					

**Torso** - Are employee=s bodies protected from:

1. Hot metals and liquids		X			
2. Cuts		X			
3. Acids		X			
4. Radiation					

**Comments:**

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**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.

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**Signature of Supervisor:****Date:**

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Position Title: Mathematics and Science Department Head

<b>Employee Name</b>	James E. Godfrey	<b>Employee No.</b>	
<b>Division</b>	Arts and Sciences	<b>Department</b>	Mathematics and Science
<b>Classification Level</b>	Department Head	<b>Revised</b>	01/16/05
<b>Position of Supervisor</b>	Division Head		
<b>Statement of Primary Purpose</b>			
Provide departmental leadership for the Mathematics and Science Department in all areas to include curricula/program compliance; quality instruction; planning and accountability; budgeting and reporting activities; student related activities such as advisement and registration; and marketing and public relations.			
<b>Essential Functions</b>			
<ol style="list-style-type: none"> <li>1. Teach assigned courses ( load # ) (* see Instructors' Essential Functions Numbers 2-7)and maintain a minimum of one scheduled office hour daily</li> <li>2. Review departmental curricula/programs for compliance with the North Carolina Community College System and other accrediting agency standards</li> <li>3. Ensure that all department programs and courses maintain emerging instructional practices, have appropriate course syllabi, objectives, competencies and evaluation tools, and incorporate technology where appropriate</li> <li>4. Serve as academic and career adviser for students</li> <li>5. Coordinate faculty coverage for and assist in student pre-registration/registration</li> <li>6. Coordinate the orientation of new faculty to their roles and responsibilities</li> <li>7. Conduct faculty evaluations, classroom observations, and annual performance appraisals of all staff in the department; coordinate these activities with the division head</li> <li>8. Represent the department in internal and external events/activities. Participate in college activities including faculty, department, division and committee meetings, faculty orientation, advisory committee meetings, pre-registration, registration, graduation exercises, and other required special events</li> <li>9. Conduct regularly scheduled departmental faculty meetings, appointing subcommittees for special tasks as needed</li> <li>10. Ensure that all forms and reports are submitted in an accurate and timely fashion</li> <li>11. Monitor the departmental budget. Review all requisitions for equipment, supplies, and materials as needed by the department.</li> <li>12. Prepare and submit to the division head departmental long and short-range goals, objectives and budget requests annually</li> <li>13. Review activities related to personal/professional development for faculty, including travel requests and faculty coverage</li> <li>14. Coordinate the assignment of instructors and scheduling of classes for the department, requesting courses from other departments as needed</li> <li>15. Recruit, select, coordinate orientation of and evaluate adjunct instructors</li> <li>16. Ensure that all program and curriculum information for the catalog, brochures, news releases, etc. is accurate</li> <li>17. Implement all departmental advisory committee activities</li> <li>18. Coordinate departmental marketing, recruitment and retention efforts</li> <li>19. Report to the Arts and Sciences Division Head and perform other related duties as assigned</li> </ol>			
<b>Additional Responsibilities</b>			
<b>Qualifications</b>			
Masters degree with 18 graduate semester credit hours in teaching area.			

<b>Licensing Requirement</b>	NA
<b>Physical Demands</b>	NA
<b>Working Conditions</b>	NA
<b>Hazard Assessment</b>	NA
<b>Personal Protective Equipment</b>	NA
<p>This position description covers the most essential functions and duties associated with this position. Other duties may be assigned by the President or appropriate supervisory personnel. 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
X				

<b>Eye and Face</b> - Is there a danger from:					
1. Flying Particles (rocks, metal, etc.)	X				
2. Molten Metal	X				
3. Liquids	X				
4. Acids	X				

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				
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				

<b>Miscellaneous</b> - Is there a danger from:					
1. Lifting	X				
2. Bloodborne Pathogens	X				
<b>Respiratory</b> - 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				
<b>Torso</b> - Are employee=s bodies protected from:					
1. Hot metals and liquids	X				
2. Cuts	X				
3. Acids	X				
4. Radiation	X				
<b>Comments:</b>					
<b>Supervisor Certification</b>			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.		
<b>Signature of Supervisor:</b>			<b>Date:</b>		

Position Title:                      Department Head: Nursing                    

<b>Employee Name</b>	Rachel B. Hall	<b>Employee No.</b>	126
<b>Division</b>	Allied Health & Public Services	<b>Department</b>	Nursing
<b>Classification Level</b>		<b>Revised</b>	
<b>Position of Supervisor</b>	Division head: Allied Health and Public Services		
<b>Statement of Primary Purpose</b>			
<p>Provide academic leadership for Nursing Department in all academic, student, and personnel related areas to include curriculum/program development, compliance, and evaluation; budgeting and procurement of financial and clinical resources, coordination and communication with external approval/accrediting agencies; supervision of admission, progression and graduation of students; recruitment and retention of nursing faculty; advisement and registration; marketing and public relations; coordination with division direction of Allied Health and Public Services for departmental operation</p>			
<b>Essential Functions</b>			
<p>Teach assigned courses and maintain a minimum of one scheduled office hour daily</p> <p>Review departmental curricula/programs for compliance with the North Carolina Community College System and other accrediting agency standards</p> <p>Ensure that all department programs and courses maintain emerging instructional practices, have appropriate course syllabi, objectives, competencies and evaluation tools, and incorporate technology where appropriate</p> <p>Serve as academic and career adviser for students</p> <p>Coordinate faculty coverage for and assist in student pre-registration/registration</p> <p>Coordinate the orientation of new faculty to their roles and responsibilities</p> <p>Conduct faculty evaluations, classroom observations, and annual performance appraisals of all staff in the department; coordinate these activities with the division head</p> <p>Represent the department in internal and external events/activities. Participate in college activities including faculty, department, division and committee meetings, faculty orientation, advisory committee meetings, pre-registration, registration, graduation exercises, and other required special events</p> <p>Conduct regularly scheduled departmental faculty meetings, appointing subcommittees for special tasks as needed</p> <p>Ensure that all forms and reports are submitted in an accurate and timely fashion</p> <p>Monitor the departmental budget. Review all requisitions for equipment, supplies, and materials as needed by the department</p> <p>Prepare and submit to the division head departmental long and short-range goals, objectives and budget requests annually</p> <p>13. Review activities related to personal/professional development for faculty, including travel requests and faculty coverage</p>			
<b>Additional Responsibilities</b>			

14. Review activities related to personal/professional development for faculty, including travel requests and faculty coverage.
15. Coordinate the assignment of instructors and scheduling of classes for the department, requesting courses from other departments as needed.
16. Recruit, select, coordinate orientation of and evaluate adjunct instructors.
17. Ensure that all program and curriculum information for the catalog, brochures, news releases, etc. is accurate
18. Implement all departmental advisory committee activities
19. Coordinate departmental marketing, recruitment and retention efforts
20. Report to the Allied Health/Public Services Division Head and perform other related duties as assigned

### Additional Responsibilities

Serve on committees/task forces as requested.

Participate in NC ADN Council and ADN Directors' Association.

Verify credit by examination and transfer credit for nursing courses.

Coordinate NCLEX preparation and process.

Coordinate development of master schedule for utilization of clinical sites at Wayne Memorial Hospital

Perform other related duties incidental to the work described herein.

### Qualifications

Baccalaureate and a Master's degree, one of which shall be in nursing.

Two calendar years' prior full-time employment or the equivalent in clinical nursing practice as a registered nurse.

Two years' full-time teaching experience teaching at or above the academic level of the program.

### Licensing Requirement

must hold current dental license in State of North Carolina

Must hold a current unrestricted license as a registered nurse in North Carolina.

### Physical Demands

1. Hearing - Auditory ability sufficient to monitor and assess health needs.
2. Visual - Visual ability sufficient for observation and assessment necessary in nursing care.

3. Tactile - Tactile ability sufficient for physical assessment.	
4. Communication - Communication abilities sufficient for interaction with others in verbal and written form.	
5. Mobility - Physical abilities sufficient to move from room to room and maneuver in small spaces.	
6. Motor Skills - Gross and fine motor abilities sufficient to provide safe and effective nursing care.	
7. Critical thinking - Critical thinking ability sufficient for clinical judgment.	
8. Interpersonal - Interpersonal abilities sufficient to interact with individuals, families and groups from a variety of socio-emotional, cultural, and intellectual backgrounds.	
<b>Working Conditions</b>	Indoor climate controlled environment
<b>Hazard Assessment</b>	Moderate hazard level (blood borne pathogens)
<b>Personal Protective Equipment</b>	Mask, gloves, protective clothing, eye protection as recommended by Center for Disease Control
This position description covers the most essential functions and duties associated with this position. Other duties may be assigned by the President or appropriate supervisory personnel. The College reserves the right to alter duties, responsibilities, conditions, working hours, and job title as necessary.	

## Hazard Assessment

Hazard?			Action Required	
No	Yes	Eliminate	Guard	Personal Protective Equipment

<b>Eye and Face</b> - Is there a danger from:					
1. Flying Particles (rocks, metal, etc.)	No				
2. Molten Metal	No				
3. Liquids		Yes			PPE
4. Acids	No				
5. Caustic Liquids	No				
6. Chemical Gases or Vapors	No				

7. Light Radiation	No				
8. Other	No				
<b>Head</b> - Is there a danger from:					
1. Falling or Flying objects	No				
2. Work being performed overhead	No				
3. Elevated Conveyors	No				
4. Forklift Hazards	No				
5. Exposed Electrical Conductors	No				
6. Loud Noise Levels	No				
7. Other	No				
<b>Foot</b> - Is there a danger from:					
1. Falling or Rolling Objects		Yes		Guard	
2. Objects Piercing the Sole	No				
3. Electrical Hazards		Yes		Eliminate	
4. Wet or Slippery Surfaces		Yes		Eliminate	
5. Chemical exposure	No				
6. Environmental	No				
7. Other	No				
<b>Hand</b> - Is there danger from:					
1. Cuts or Lacerations		yes			PPE
2. Abrasions		yes			PPE
3. Punctures		yes			PPE
4. Chemical burns	No				
5. Thermal burns	No				
6. Harmful Temperature Extremes	No				
7. Other	No				
<b>Miscellaneous</b> - Is there a danger from:					
1. Lifting		Yes			Mechanical lifts/Body Mechanics

2. Bloodborne Pathogens		yes			PPE
<b>Respiratory</b> - Has the workplace area been evaluated for:					
1. Harmful Dusts	No				
2. Fogs	No				
3. Fumes	No				
4. Mists	No				
5. Smokes	No				
6. Sprays		Yes		Guard	PPE
7. Vapors	No				
8. Other Infectious Microorganisms		Yes			PPE
<b>Torso</b> - Are employee's bodies protected from:					
1. Hot metals and liquids	No				
2. Cuts	No				
3. Acids	No				
4. Radiation		yes			PPE
<b>Comments:</b> Exposure to patients/clients exhibiting unpredictable behaviors (e.g., striking, biting).					
<b>Supervisor Certification</b>		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.			
<b>Signature of Supervisor:</b>			<b>Date:</b>		

Position Title: Department Head

<b>Employee Name</b>	Elizabeth M. Hooks	<b>Employee No.</b>	79925
<b>Division</b>	Business and Computer Technologies	<b>Department</b>	Office Systems Technology
<b>Classification Level</b>	Department Head	<b>Revised</b>	January 19, 2005
<b>Position of Supervisor</b>	Division Head, Business and Computer Technologies		
<b>Statement of Primary Purpose</b>			
Provide departmental leadership for the Office Systems Technology Department in all areas to include curricula/program compliance; quality instruction; planning and accountability; budgeting and reporting activities; student related activities such as advisement and registration; and marketing and public relations.			
<b>Essential Functions</b>			
<ol style="list-style-type: none"> <li>1. Teach assigned courses (12-15 contact hours per semester) (* see Instructors' Essential Functions Numbers 2-7) and maintain a minimum of one scheduled office hour daily</li> <li>2. Review departmental curricula/programs for compliance with the North Carolina Community College System and other accrediting agency standards</li> <li>3. Ensure that all department programs and courses maintain emerging instructional practices, have appropriate course syllabi, objectives, competencies and evaluation tools, and incorporate technology where appropriate</li> <li>4. Serve as academic and career adviser for students</li> <li>5. Coordinate faculty coverage for and assist in student pre-registration/registration</li> <li>6. Coordinate the orientation of new faculty to their roles and responsibilities</li> <li>7. Conduct faculty evaluations, classroom observations, and annual performance appraisals of all staff in the department; coordinate these activities with the division head</li> <li>8. Represent the department in internal and external events/activities. Participate in college activities including faculty, department, division and committee meetings, faculty orientation, advisory committee meetings, pre-registration, registration, graduation exercises, and other required special events</li> <li>9. Conduct regularly scheduled departmental faculty meetings, appointing subcommittees for special tasks as needed</li> <li>10. Ensure that all forms and reports are submitted in an accurate and timely fashion</li> <li>11. Monitor the departmental budget. Review all requisitions for equipment, supplies, and materials as needed by the department.</li> <li>12. Prepare and submit departmental long and short-range goals, objectives, and budget requests to the division head annually</li> <li>13. Review activities related to personal/professional development for faculty, including travel requests and faculty coverage</li> <li>14. Coordinate the assignment of instructors and scheduling of classes for the department, requesting courses from other departments as needed</li> <li>15. Recruit, select, coordinate orientation of and evaluate adjunct instructors</li> <li>16. Ensure that all program and curriculum information for the catalog, brochures, news releases, etc., is accurate</li> <li>17. Implement all departmental advisory committee activities</li> <li>18. Coordinate departmental marketing, recruitment, and retention efforts</li> <li>19. Report to the Business and Computer Technologies Division Head and perform other related duties as assigned</li> </ol>			
<b>Additional Responsibilities</b>			
N/A			

<b>Qualifications</b>	
Bachelor of Science and Master of Arts degrees in Business Education and 20 years teaching experience at the post-secondary level.	
<b>Licensing Requirement</b>	
N/A	
<b>Physical Demands</b>	
N/A	
<b>Working Conditions</b>	
N/A	
<b>Hazard Assessment</b>	
See below.	
<b>Personal Protective Equipment</b>	
N/A	
This position description covers the most essential functions and duties associated with this position. Other duties may be assigned by the President or appropriate supervisory personnel. The College reserves the right to alter duties, responsibilities, conditions, working hours, and job title as necessary.	

## Hazard Assessment

Hazard?			Action Required	
No	Yes	Eliminate	Guard	Personal Protective Equipment

<b>Eye and Face</b> - Is there a danger from:					
1. Flying Particles (rocks, metal, etc.)	X				
2. Molten Metal	X				

3. Liquids	X				
4. Acids	X				
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				
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. Bloodborne 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		X			

**Comments:**

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**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.

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**Signature of Supervisor:**

**Date:**

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Position Title: Humanities/Social Sciences/Fine Arts Department Head

<b>Employee Name</b>	Tracey E. Ivey	<b>Employee No.</b>	
<b>Division</b>	Arts and Sciences	<b>Department</b>	Humanities/Social Sciences/Fine Arts
<b>Classification Level</b>	Department Head	<b>Revised</b>	01/16/05
<b>Position of Supervisor</b>	Division Head		
<b>Statement of Primary Purpose</b>			
Provide departmental leadership for the Humanities/Social Sciences/Fine Arts Department in all areas to include curricula/program compliance; quality instruction; planning and accountability; budgeting and reporting activities; student related activities such as advisement and registration; and marketing and public relations.			
<b>Essential Functions</b>			
<ol style="list-style-type: none"> <li>1. Teach assigned courses ( load # ) (* see Instructors' Essential Functions Numbers 2-7)and maintain a minimum of one scheduled office hour daily</li> <li>2. Review departmental curricula/programs for compliance with the North Carolina Community College System and other accrediting agency standards</li> <li>3. Ensure that all department programs and courses maintain emerging instructional practices, have appropriate course syllabi, objectives, competencies and evaluation tools, and incorporate technology where appropriate</li> <li>4. Serve as academic and career adviser for students</li> <li>5. Coordinate faculty coverage for and assist in student pre-registration/registration</li> <li>6. Coordinate the orientation of new faculty to their roles and responsibilities</li> <li>7. Conduct faculty evaluations, classroom observations, and annual performance appraisals of all staff in the department; coordinate these activities with the division head</li> <li>8. Represent the department in internal and external events/activities. Participate in college activities including faculty, department, division and committee meetings, faculty orientation, advisory committee meetings, pre-registration, registration, graduation exercises, and other required special events</li> <li>9. Conduct regularly scheduled departmental faculty meetings, appointing subcommittees for special tasks as needed</li> <li>10. Ensure that all forms and reports are submitted in an accurate and timely fashion</li> <li>11. Monitor the departmental budget. Review all requisitions for equipment, supplies, and materials as needed by the department.</li> <li>12. Prepare and submit to the division head departmental long and short-range goals, objectives and budget requests annually</li> <li>13. Review activities related to personal/professional development for faculty, including travel requests and faculty coverage</li> <li>14. Coordinate the assignment of instructors and scheduling of classes for the department, requesting courses from other departments as needed</li> <li>15. Recruit, select, coordinate orientation of and evaluate adjunct instructors</li> <li>16. Ensure that all program and curriculum information for the catalog, brochures, news releases, etc. is accurate</li> <li>17. Implement all departmental advisory committee activities</li> <li>18. Coordinate departmental marketing, recruitment and retention efforts</li> <li>19. Report to the Arts and Sciences Division Head and perform other related duties as assigned</li> </ol>			
<b>Additional Responsibilities</b>			
<b>Qualifications</b>			
Masters degree with 18 graduate semester credit hours in teaching area.			

<b>Licensing Requirement</b>	NA
<b>Physical Demands</b>	NA
<b>Working Conditions</b>	NA
<b>Hazard Assessment</b>	NA
<b>Personal Protective Equipment</b>	NA
<p>This position description covers the most essential functions and duties associated with this position. Other duties may be assigned by the President or appropriate supervisory personnel. 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
X				

<b>Eye and Face</b> - Is there a danger from:					
1. Flying Particles (rocks, metal, etc.)	X				
2. Molten Metal	X				
3. Liquids	X				
4. Acids	X				

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				
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				

<b>Miscellaneous</b> - Is there a danger from:					
1. Lifting	X				
2. Bloodborne Pathogens	X				
<b>Respiratory</b> - 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				
<b>Torso</b> - Are employee=s bodies protected from:					
1. Hot metals and liquids	X				
2. Cuts	X				
3. Acids	X				
4. Radiation	X				
<b>Comments:</b>					
<b>Supervisor Certification</b>			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.		
<b>Signature of Supervisor:</b>			<b>Date:</b>		

Position Title: Language/Communication/Developmental Department Head

<b>Employee Name</b>	Elizabeth M. Meador	<b>Employee No.</b>	
<b>Division</b>	Arts and Sciences	<b>Department</b>	Language, Communication, and Developmental
<b>Classification Level</b>	Department Head	<b>Revised</b>	01/19/05
<b>Position of Supervisor</b>	Division Head		
<b>Statement of Primary Purpose</b>			
Provide departmental leadership for the Language/Communication/Developmental Department in all areas to include curricula/program compliance; quality instruction; planning and accountability; budgeting and reporting activities; student related activities such as advisement and registration; and marketing and public relations.			
<b>Essential Functions</b>			
<ol style="list-style-type: none"> <li>1. Teach assigned courses ( load # ) (* see Instructors' Essential Functions Numbers 2-7)and maintain a minimum of one scheduled office hour daily</li> <li>2. Review departmental curricula/programs for compliance with the North Carolina Community College System and other accrediting agency standards</li> <li>3. Ensure that all department programs and courses maintain emerging instructional practices, have appropriate course syllabi, objectives, competencies and evaluation tools, and incorporate technology where appropriate</li> <li>4. Serve as academic and career adviser for students</li> <li>5. Coordinate faculty coverage for and assist in student pre-registration/registration</li> <li>6. Coordinate the orientation of new faculty to their roles and responsibilities</li> <li>7. Conduct faculty evaluations, classroom observations, and annual performance appraisals of all staff in the department; coordinate these activities with the division head</li> <li>8. Represent the department in internal and external events/activities. Participate in college activities including faculty, department, division and committee meetings, faculty orientation, advisory committee meetings, pre-registration, registration, graduation exercises, and other required special events</li> <li>9. Conduct regularly scheduled departmental faculty meetings, appointing subcommittees for special tasks as needed</li> <li>10. Ensure that all forms and reports are submitted in an accurate and timely fashion</li> <li>11. Monitor the departmental budget. Review all requisitions for equipment, supplies, and materials as needed by the department.</li> <li>12. Prepare and submit to the division head departmental long and short-range goals, objectives and budget requests annually</li> <li>13. Review activities related to personal/professional development for faculty, including travel requests and faculty coverage</li> <li>14. Coordinate the assignment of instructors and scheduling of classes for the department, requesting courses from other departments as needed</li> <li>15. Recruit, select, coordinate orientation of and evaluate adjunct instructors</li> <li>16. Ensure that all program and curriculum information for the catalog, brochures, news releases, etc. is accurate</li> <li>17. Implement all departmental advisory committee activities</li> <li>18. Coordinate departmental marketing, recruitment and retention efforts</li> <li>19. Report to the Arts and Sciences Division Head and perform other related duties as assigned</li> </ol>			
<b>Additional Responsibilities</b>			
<b>Qualifications</b>			
Masters degree with 18 graduate semester credit hours in teaching area.			

<b>Licensing Requirement</b>	NA
<b>Physical Demands</b>	NA
<b>Working Conditions</b>	NA
<b>Hazard Assessment</b>	NA
<b>Personal Protective Equipment</b>	NA
<p>This position description covers the most essential functions and duties associated with this position. Other duties may be assigned by the President or appropriate supervisory personnel. 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
X				

<b>Eye and Face</b> - Is there a danger from:					
1. Flying Particles (rocks, metal, etc.)	X				
2. Molten Metal	X				
3. Liquids	X				
4. Acids	X				

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				
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				

<b>Miscellaneous</b> - Is there a danger from:					
1. Lifting	X				
2. Bloodborne Pathogens	X				
<b>Respiratory</b> - 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				
<b>Torso</b> - Are employee=s bodies protected from:					
1. Hot metals and liquids	X				
2. Cuts	X				
3. Acids	X				
4. Radiation	X				
<b>Comments:</b>					
<b>Supervisor Certification</b>			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.		
<b>Signature of Supervisor:</b>			<b>Date:</b>		

DRAFT

Position Title: \_\_\_\_\_ Division Head \_\_\_\_\_

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

<b>Statement of Primary Purpose</b>	
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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.

<b>Essential Functions</b>	
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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.

<b>Qualifications</b>	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.	
<b>Licensing Requirement</b>	Federal Aviation Administration Airframe and Powerplant Mechanic
<b>Physical Demands</b>	
<b>Working Conditions</b>	
	Fumes from paint, metal from welding, noise from jet engines & acid from

<b>Hazard Assessment</b>	batteries
<b>Personal Protective Equipment</b>	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

<b>Eye and Face</b> - 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				

<b>Head</b> - 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				

<b>Foot</b> - 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				

<b>Hand</b> - 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				

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

<b>Respiratory</b> - 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			

<b>Torso</b> - Are employee=s bodies protected from:					
1. Hot metals and liquids		X			
2. Cuts		X			
3. Acids		X			
4. Radiation		N/A			
<b>Comments:</b>					
<b>Supervisor Certification</b>			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.		
<b>Signature of Supervisor:</b>			<b>Date:</b>		

Position Title: Department Head: Dental

<b>Employee Name</b>	William H. Radford	<b>Employee No.</b>	
<b>Division</b>	Allied Health	<b>Department</b>	Dental
<b>Classification Level</b>	Department Head	<b>Revised</b>	1/20/05
<b>Position of Supervisor</b>	Division head: Allied Health		
<b>Statement of Primary Purpose</b>			
<p>Provide academic leadership and supervision of department programs and personnel; develop and approve faculty/course schedules; coordinate procurement of financial and clinical resources; recommend applicants to programs; evaluate programs and curriculum development; recruit and retain faculty; coordinate and communicate with external accrediting agencies; coordinate with division director of Health Sciences and other administrative offices for departmental operation.</p>			
<b>Essential Functions</b>			
<p>Administer and supervise departmental activities for freshmen and returning student registration, course competencies, and curriculum content, semester schedules, accreditation reports, faculty evaluation, student recruitment, annual budget preparation, and equipment maintenance.</p> <p>Perform teaching duties with required average of 30 semester hours per year; prepare course outlines and evaluate student performance.</p> <p>Evaluate and provide for clinical dental hygiene and dental assisting activities of infection control, medical health histories selected patients; provide clinical consultative, referral and diagnostic services and administration of local anesthesia.</p> <p>Develop admission criteria for applicants to dental programs and provide recommendations regarding applicants to admissions committee.</p> <p>Perform general dental services in dental assisting clinic, as needed.</p> <p>Consult with division head, various departmental heads, administrative offices, and coordinators of dental assisting and dental hygiene program necessary to conduct the day-to-day operation of the department.</p> <p>Review and approve requests for equipment, supplies, faculty/staff schedules, textbooks, audio-visual materials, library, travel and leave for faculty, and attendance records.</p>			
<b>Additional Responsibilities</b>			
<p>Schedule and attend meetings for dental faculty, general faculty and administrative, advisory committee, continuing education, and Wayne County Dental Society.</p> <p>Join in community activities and organizations that promote a positive community college relationship.</p> <p>Perform other related duties incidental to the work described herein.</p>			

<b>Qualifications</b>	
<p>Doctor of Dental Surgery or equivalent degree</p> <p>Two years of private general dental practice or equivalent.</p> <p>Experience in management of private business or public agency recommended</p> <p>Ability and willingness to perform duties associated with general dental practice</p> <p>Experience in post-secondary education recommended.</p>	
<b>Licensing Requirement</b>	must hold current dental license in State of North Carolina
<b>Physical Demands</b>	<p>Hearing: ability sufficient to monitor and assess patient needs</p> <p>Visual: visual ability sufficient to accomplish dental care</p> <p>Tactile: Tactile ability sufficient for practice of dentistry</p> <p>Communication: skills sufficient for communication with others in written and spoken form.</p> <p>Mobility: sufficient to move from room to room and maneuver in small spaces</p> <p>Motor skills: gross and fine motor skills consistent with those required to provide safe and effective dental care</p> <p>Critical thinking: ability sufficient for clinical judgement</p> <p>Interpersonal: interpersonal abilities sufficient to interact with families, individuals and groups from a diverse variety of social, cultural and intellectual backgrounds</p>
<b>Working Conditions</b>	Indoor climate controlled environment
<b>Hazard Assessment</b>	Moderate hazard level (blood borne pathogens)

<b>Personal Protective Equipment</b>	Mask, gloves, protective clothing, eye protection as recommended by Center for Disease Control
<p>This position description covers the most essential functions and duties associated with this position. Other duties may be assigned by the President or appropriate supervisory personnel. 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

<b>Eye and Face</b> - Is there a danger from:					
	No	Yes	Eliminate	Guard	Personal Protective Equipment
1. Flying Particles (rocks, metal, etc.)		Yes		Guard	Personal Protective Equipment
2. Molten Metal	no				
3. Liquids		Yes			Personal Protective Equipment
4. Acids		Yes			Personal Protective Equipment
5. Caustic Liquids		Yes			Personal Protective Equipment
6. Chemical Gases or Vapors		yes			Personal Protective Equipment
7. Light Radiation		Yes		Guard	
8. Other	No				
<b>Head</b> - Is there a danger from:					
	No	Yes	Eliminate	Guard	Personal Protective Equipment
1. Falling or Flying objects	No				
2. Work being performed overhead	No				
3. Elevated Conveyors	No				
4. Forklift Hazards	No				
5. Exposed Electrical Conductors	No				

6. Loud Noise Levels	No				
7. Other	No				
<b>Foot</b> - Is there a danger from:					
1. Falling or Rolling Objects	No				
2. Objects Piercing the Sole	No				
3. Electrical Hazards	No				
4. Wet or Slippery Surfaces	No				
5. Chemical exposure		yes	Eliminate		Personal Protective Equipment
6. Environmental		yes	Eliminate		Personal Protective Equipment
7. Other	No				
<b>Hand</b> - Is there danger from:					
1. Cuts or Lacerations		yes		Guard	Personal Protective Equipment
2. Abrasions		yes		Guard	Personal Protective Equipment
3. Punctures		yes		Guard	Personal Protective Equipment
4. Chemical burns		yes			Personal Protective Equipment
5. Thermal burns	No				
6. Harmful Temperature Extremes	No				
7. Other	No				
<b>Miscellaneous</b> - Is there a danger from:					
1. Lifting	No				
2. Bloodborne Pathogens		yes			Personal Protective Equipment
<b>Respiratory</b> - Has the workplace area been evaluated for:					
1. Harmful Dusts		yes	Eliminate		Personal Protective Equipment

2. Fogs	No				
3. Fumes		Yes	Eliminate		
4. Mists	No				
5. Smokes	No				
6. Sprays		Yes		Guard	Personal Protective Equipment
7. Vapors		yes	eliminate		
8. Other	No				
<b>Torso</b> - Are employee's bodies protected from:					
1. Hot metals and liquids	No				
2. Cuts	No				
3. Acids		yes			Personal Protective Equipment
4. Radiation		yes		guard	Personal Protective Equipment
<b>Comments:</b>					
<b>Supervisor Certification</b>		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.			
<b>Signature of Supervisor:</b>			<b>Date:</b>		

Position Title: Department Head

<b>Employee Name</b>	Ronnie Woodard	<b>Employee No.</b>	
<b>Division</b>	Applied Technology	<b>Department</b>	Automotive
<b>Classification Level</b>	Department Head	<b>Revised</b>	1/21/05
<b>Position of Supervisor</b>	Division Head		
<b>Statement of Primary Purpose</b>			
Provide departmental leadership for Automotive Department in all areas to include curricula/program compliance; quality instruction; planning and accountability; budgeting and reporting activities; student related activities such as advisement and registration; and marketing and public relations.			
<b>Essential Functions</b>			
<ol style="list-style-type: none"> <li>1. Teach assigned courses ( load # ) (* see Instructors' Essential Functions Numbers 2-7)and maintain a minimum of one scheduled office hour daily</li> <li>2. Review departmental curricula/programs for compliance with the North Carolina Community College System and other accrediting agency standards</li> <li>3. Ensure that all department programs and courses maintain emerging instructional practices, have appropriate course syllabi, objectives, competencies and evaluation tools, and incorporate technology where appropriate</li> <li>4. Serve as academic and career adviser for students</li> <li>5. Coordinate faculty coverage for and assist in student pre-registration/registration</li> <li>6. Coordinate the orientation of new faculty to their roles and responsibilities</li> <li>7. Conduct faculty evaluations, classroom observations, and annual performance appraisals of all staff in the department; coordinate these activities with the division head</li> <li>8. Represent the department in internal and external events/activities. Participate in college activities including faculty, department, division and committee meetings, faculty orientation, advisory committee meetings, pre-registration, registration, graduation exercises, and other required special events</li> <li>9. Conduct regularly scheduled departmental faculty meetings, appointing subcommittees for special tasks as needed</li> <li>10. Ensure that all forms and reports are submitted in an accurate and timely fashion</li> <li>11. Monitor the departmental budget. Review all requisitions for equipment, supplies, and materials as needed by the department.</li> <li>12. Prepare and submit to the division head departmental long and short-range goals, objectives and budget requests annually</li> <li>13. Review activities related to personal/professional development for faculty, including travel requests and faculty coverage</li> <li>14. Coordinate the assignment of instructors and scheduling of classes for the department, requesting courses from other departments as needed</li> <li>15. Recruit, select, coordinate orientation of and evaluate adjunct instructors</li> <li>16. Ensure that all program and curriculum information for the catalog, brochures, news releases, etc. is accurate</li> <li>17. Implement all departmental advisory committee activities</li> <li>18. Coordinate departmental marketing, recruitment and retention efforts</li> <li>19. Report to the Applied Technology Division Head and perform other related duties as assigned</li> </ol>			
<b>Additional Responsibilities</b>			
<b>Qualifications</b>			

A.A.S., Wayne Community College; ASE Master Certified	
<b>Licensing Requirement</b>	
ASE Certified	
<b>Physical Demands</b>	
<b>Working Conditions</b>	
<b>Hazard Assessment</b>	
<b>Personal Protective Equipment</b>	
This position description covers the most essential functions and duties associated with this position. Other duties may be assigned by the President or appropriate supervisory personnel. The College reserves the right to alter duties, responsibilities, conditions, working hours, and job title as necessary.	

## Hazard Assessment

Hazard?			Action Required	
No	Yes	Eliminate	Guard	Personal Protective Equipment

<b>Eye and Face</b> - Is there a danger from:					
1. Flying Particles (rocks, metal, etc.)	X				
2. Molten Metal	X				
3. Liquids	X				
4. Acids	X				

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				
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				

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**Miscellaneous** - Is there a danger from:

1. Lifting	X				
2. Bloodborne Pathogens	X				

**Respiratory** - Has the workplace area been evaluated for:

1. Harmful Dusts					
2. Fogs					
3. Fumes					
4. Mists					
5. Smokes					
6. Sprays					
7. Vapors					
8. Other					

**Torso** - Are employee=s bodies protected from:

1. Hot metals and liquids	NA				
2. Cuts	NA				
3. Acids	NA				
4. Radiation	NA				

**Comments:**

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**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.

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**Signature of Supervisor:**

**Date:**

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