



JOB DESCRIPTION

Position: Department Chair, Education

Reports to: Vice President for Academics

Department: 224

Status: Exempt

Percent of Full-Time: 100%

Position Number: SDCC-2019-10-17

POSITION OVERVIEW

San Diego Christian College (SDCC), as an academic and learning community, aims to prepare academically equipped, culturally and globally involved graduates with a biblical worldview and godly character to serve God. SDCC is a religious, non-profit organization (501c3) registered in the state of California. It is our mission to educate and inspire students through the truth of Scripture and the development of competencies that prepare graduates whose purpose is to impact the world.

The **Department of Academics** at SDCC provides quality undergraduate traditional programs, supported by effective teaching and scholarship, which enables students to learn and become equipped with the fundamentals necessary to succeed in their field of study. The office works collaboratively with the Executive Office and Board of Trustees to develop, implement, and monitor innovative approaches to academic excellence and quality student experiences.

The **Department Chair** provides critical leadership for their department and faculty members while providing comprehensive academic support to prepare graduates in alignment with SDCC's vision statement through teaching, scholarship and service. SDCC department chairs strive to create dynamic learning opportunities and environments that perpetuate academic excellence. Department chairs consistently work to maintain currency in their field of expertise. The department chair role is essential to retention. Thus, student mentorship is imperative and implemented using a servant leader approach.

ESSENTIAL FUNCTIONS

1. Department Leadership (30%)
 - a. Develop a climate of community within the department
 - b. Provide supervision for student services, and manage activities such as recruitment, admissions, credentialing, and supervision of students admitted to undergraduate majors, credential programs, and graduate degree programs
 - c. Oversee the coordination of establishing Memoranda of Understanding with fieldwork placement sites
 - d. Responsible for ensuring placement process for all fieldwork experiences programs; ensure maintenance of records for placement in programs; ensure stipends for directing/cooperating teachers
 - e. Implement strategies for program development and program review, assessment and planning
 - f. Develop program plans and coordinate activities in alignment with achieving institutional goals and addressing institutional needs and priorities
 - g. Collaborate with the Registrar to ensure appropriate course offerings and alignment with the Master Schedule

- h. Collaborate with the Dean of Assessment and Institutional Research to ensure the proper progression of departmental comprehensive program reviews
 - i. Submit an annual report of department activities and prepare other reports as required
 - j. Collaborate with the Registrar to plan and coordinate annual departmental course offerings
 - k. Review department course syllabi and ensure that they are posted in a timely manner
 - l. Oversee textbook listings for the department
 - m. Direct the development of catalog material and other publications concerning the academic programs of the department (website and brochures)
 - n. Manage and maintain any program-related materials or facilities (labs, teaching aids, etc.)
 - o. Manage the department budget and travel requests/expenditures and supply/equipment purchases
 - p. Provide overall supervision of buildings and other facilities assigned to the department
 - q. Prepare required reports including those for regional and specialized accreditation bodies in consultation with the Vice President for Academics and the Dean of Assessment and Institutional Research
 - r. Develop and maintain strong relationships with departmental alumni, including contact information
 - s. Maintain regular communication with the Vice President for Academics regarding departmental concerns
 - t. Perform other duties as assigned by the Vice President for Academics
2. Faculty Leadership (20%)
- a. Create and communicate the vision and strategy to the department faculty and Vice President for Academics
 - b. Resolve student, faculty, or staff problems within the department as needed
 - c. Encourage high quality performance in teaching, scholarly activities, and professional development
 - d. Conduct regular (at least monthly) meetings of the department faculty, keep minutes of department meetings, and submit copies of minutes to the Vice President for Academics
 - e. Conduct performance evaluations as required
 - f. Collaborate with Human Resources to recruit, recommend, direct, and retain a sufficient full-time and part-time faculty to meet the needs of the department and the college
 - g. Determine Faculty Advising assignments
3. Instruction and Assessment (20%)
- a. Take attendance at each class session and record attendance through the proper system
 - b. Open each class session in prayer
 - c. Prepare for each class session, taking into consideration diverse learning styles, using a variety of teaching methods
 - d. Be present to teach every class or provide for a qualified substitute in the case of your absence
 - e. Maintain regularly scheduled office hours totaling ten hours per week
 - f. Respond to student emails within 48 hours
 - g. Plan for and provide alternatives for students to make-up work in the event of an administratively excused absence
 - h. Plan for multiple assessment measures of student learning
 - i. Grade and return assignments in a timely manner (i.e., within a week)
 - j. Plan for and meet during the allotted two-hour final exam times
 - k. Submit midterm and final grades through Empower Web by the deadline listed on the Academic Calendar
 - l. Provide online delivery of course content as required
4. Faculty Student Mentor Responsibilities (15%)
- a. Act as Academic Advisor for students within the department
 - b. Connect with assigned advisees via email by the third week of the semester
 - c. Serve as a professional role model
 - d. Meet with students face-to-face, on a regular basis (during registration, at minimum)
 - e. Provide academic, personal, and career advice
 - f. Help students establish short and long-term goals and plans for achieving them
 - g. Evaluate and discuss with students their learning skills and create a plan to improve those skills
5. Course Preparation (10%)
- a. Attend Fall Orientation
 - b. Select textbooks and/ or course materials
 - c. Prepare syllabi for each course in accordance with guidelines provided in the Faculty Handbook
 - d. Post copies of syllabi on LMS course site prior to the first day of class

- e. Submit digital copy of syllabi to the appropriate supervisor and to the Academic Administrative Assistant one week prior to the first day of class
 - f. Create an online-format for delivery of course content as assigned
 - g. Maintain currency with the philosophical and pedagogical developments in one's field
6. Community Engagement (5%)
- a. Attend general sessions of Truth and Purpose Conference, Impact, and Day of Prayer
 - b. Serve on committees as assigned (faculty typically serve on two communities)
 - c. Participate with academic department chairs and Human Resources to recruit qualified full-time, part-time and adjunct faculty
 - d. Serve as an ambassador of SDCC to prospective student families and community entities
 - e. Attend Faculty forum meetings
 - f. Support department efforts for program development and maintenance

The above summary of duties represents the major functions and tasks, but is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks as required due to business necessity.

POSITION REQUIREMENTS

Knowledge

- Ph.D. or Ed.D. in Education or Educational Leadership
- Extensive experience working in and with private and/or public school, including teaching experience and a record of successful work with teachers and administrators. Christian Higher Education experience preferred
- Familiarity with university policies and procedures as it relates to teacher education programs, and broad knowledge and experience working with statewide credentialing systems (eg. California Commission on Teacher Credentialing) and statewide teacher education initiatives.
- An ability to create partnerships between SDCC and local school districts
- Familiar with Microsoft Office Suite (particularly Word, Excel, PowerPoint)
- Familiar with Learning Management Systems (Populi preferred)
- Familiar with computers, classroom technology and copiers

Skills

- Strong management, organizational, and problem-solving skills
- Highly effective interpersonal skills; skilled in tactful diplomacy and conflict resolution.
- Strong written and oral communication skills.
- Demonstrated skills and techniques to recognize problems and find solutions that uphold SDCC's core values.
- Self-motivated and flexible with strong organizational skills and the ability to work well with timelines and short deadlines.

Abilities

- Proven ability to interact in a consistently positive & flexible manner with students, staff, faculty.
- Ability to multi-task and effectively prioritize workload with frequent interruptions.
- Team player that builds and gives mutual trust and respect.
- Ability to work independently with minimal direction.
- Strong ability to collaborate.

SDCC Employee Expectations:

- Active integration of faith in Jesus Christ in the workplace.
- Adherence to conflict resolution as listed in Matthew 18 and Ephesians 4:15.
- Treat all people (colleagues, students, guests, etc.) with dignity, respect and courtesy.
- Regular attendee of a Bible-based church.
- Proactive participation in SDCC Strategic Initiatives.
- Successful completion of a background check.
- Understanding, agreement and adherence to the SDCC Community Covenant.
- Adheres to policies and procedures as outlined in the applicable SDCC handbook.

Physical Requirements

Ability to stand, walk, reach, see, key, hear, work independently, communicate effectively lift and carry up to 20 lbs (with or without assistance). This position requires long periods of sitting, standing, walking, keying and hand/eye coordination for keyboard data entry and viewing data on a computer monitor.

Mental Activities

Frequent oral communication, reading, writing, calculating, reasoning, analyzing.

SPECIAL CONDITIONS OF EMPLOYMENT

- Background check required.
- Must be available to work (nights and weekends) as needed
- Travel as needed (5%)

Employment At-Will:

All employees of SDCC are at-will, and as such, are free to resign any time without reason. SDCC, likewise, retains the right to terminate and employee's employment at any time with or without reason or notice. Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. No manager, supervisor or employee of SDCC has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.