

# **BUSINESS AND TECHNOLOGY DEPARTMENT CHAIR**

Lacombe-SELU/CTS

## **Job Announcement**

Northshore Technical Community College is accepting applications for a full-time, unclassified position domiciled in Lacombe-SELU/CTS

**Applications will be accepted until position is filled, with preference being given to those received on or before July 7, 2019.**

**All applicants are subject to a background check, in accordance with NTCC Policy HR-020, a criminal history check will be conducted on all new hires. NTCC participates in the federal E-Verify system for identification and employment eligibility purposes.**

**To apply please submit:** (1) a letter of application, (2) a resume and (3) official transcript to:

**Attention: Hiring Manager**  
**Northshore Technical Community College**  
**65556 Centerpoint Boulevard**  
**Lacombe, LA 70445**  
**Telephone number: 985-545-1262**  
**Email: [resumes@northshorecollege.edu](mailto:resumes@northshorecollege.edu)**

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## **JOB SUMMARY:**

The Business and Technology department chair/faculty member will work under the leadership of the Associate Provost of Academics to lead and manage the operations and diverse disciplines of Business and Technology: Business, Business Office, Economics, Computer, Information Technology, and Drafting and Design. The Chair also teaches eighteen (18) credit hours per academic year. The Chair maintains a commitment to high-quality instruction and the ongoing pursuit of excellence in initiatives and activities, serves on committees, and serves as the Dean's delegate to assigned groups and tasks. The Chair should demonstrate inclusiveness and service to others; share a commitment to the value of diversity, inclusion, and equity among students and staff; and work with colleagues to create an atmosphere of trust and respect in which all can succeed.

## **RESPONSIBILITIES:**

The Chair provides excellent leadership and management in the following areas.

### **Teaching**

- Utilize teaching methods that produce measureable results in student performance
- Assess student performance utilizing data, and use the data to inform changes in teaching and learning practices
- Recognize and address the needs of diverse student populations
- Commit to standards of excellence for all students

### **Leadership**

- Implement strategic plans to pursue college goals in multiple disciplines
- Utilize department/program reviews to improve department operations and increase student achievement
- Communicate critical information to full-time and adjunct faculty members
- Maintain a positive climate of collaboration and faculty inclusion

- Assist the Dean with the hiring of qualified faculty members
- Complete regular faculty performance plans and evaluations
- Respond to student and faculty complaints and concerns
- Promote and maintain partnerships with other academic departments and/or within Student Affairs
- Implement instructional strategies to increase success rates

### **Program Development**

- Promote departmental courses and programs
- Research and develop new courses and programs
- Attend extracurricular events sponsored by NTCC
- Monitor and implement statewide curriculum initiatives
- Recruit prospective students
- Advise new and currently enrolled students

### **Assessment of Student Academic Achievement**

- Develop and implement processes for data collection and analysis
- Submit assessment reports including plans for modifying instructional practices
- Involve faculty members in multiple disciplines in collecting and utilizing data to modify instructional practices
- Coach faculty members on use of assessment findings to modify teaching and learning practices
- Implement revised instructional practices based on assessment findings in multiple courses and disciplines
- Conduct training for groups of faculty members in utilizing assessment results to modify teaching and learning practices

### **Departmental Management**

- Assist the Dean with the development of course schedules
- Assure collection and storage of syllabi and grade records each semester
- Follow purchasing guidelines and timelines
- Respond promptly to voicemail and email
- Respond to request for program review information
- Maintain ongoing, consistent communication
- Implement changes to improve department operations
- Oversee regular and cross-enrollment courses

### **Faculty Support**

- Utilize teaching observations and student evaluations to coach adjunct faculty members
- Facilitate communication between students and faculty members
- Provide information on professional development opportunities
- Conduct departmental orientation for new faculty members, regular and adjunct
- Work with the Dean to help faculty members solve problems
- Mentor regular and adjunct faculty members for career growth
- Coach faculty members to improve teaching effectiveness and advising skills
- Coach regular and adjunct faculty members regarding professional growth
- Supporting Implementation of new/improved teaching practices

## **QUALIFICATIONS:**

**Required Qualifications: (In order to advance in this search process, your resume must demonstrate that you meet all of the following required qualifications)**

- Master's degree in one of the Math or Sciences-related disciplines from a regionally accredited institution
- Experience in higher education

- Minimum of two years of college level teaching experience
- Ability to work effectively with a diverse employee and student population
- Ability to travel to off-site meetings, events and conferences

**Preferred qualifications:**

- Three or more years of leadership experience in higher education
- Prior supervision experience
- Demonstrated understanding of NTCC's mission
- Progressive leadership responsibility
- Ability to embrace change in a dynamic higher education setting

**SPECIAL SKILLS AND ABILITIES:**

1. **Knowledge, Skills, and Abilities:** Must be able to communicate effectively in both written and verbal form. Must have the ability to follow instructions and prepare accurate paperwork. Must maintain confidentiality of work related information and materials. Comprehensive knowledge of standard office practices, procedures, equipment, and techniques; knowledge of adult learning techniques. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; ability to apply concepts of basic algebra and geometry. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

2. **Computer Skills:** Personal Computer and other equipment associated with a general office environment (copier, telephone, fax, etc.).

3. **Software Used:** Experience with and knowledge of computer operation; knowledge of Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, etc.), and database applications.

**PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to perform tasks which involve the ability to exert light physical effort in sedentary to light work on a daily basis. Tasks may involve extended periods of time at a keyboard or workstation.

**INTERPERSONAL SKILLS:**

Alternative or combined skills in understanding, counseling, and/or influencing people are important in achieving job objectives, causing action, understanding others, or changing behavior; and, skills of persuasiveness or assertiveness, as well as sensitivity to the point of view of others.

**WORKING CONDITIONS:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

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**Northshore Technical Community College is an Equal Opportunity Employer**

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy: Northshore Technical Community College campuses assure equal opportunity for all qualified persons without regard to race, religion, sex, national origin, age, handicap, marital status or veteran's status in admission to, participation in, or employment in the program and activities of this system. Each campus welcomes handicapped individuals and has made buildings accessible to them.