

November, 2021

## Job Description

Full Time Coordinator, Human Services

Position Classification: Full-time exempt

### **Job Summary:**

Full Time Department Coordinators are responsible for a teaching load of 36 semester hours over three semesters during an academic year. A typical course load is 5/5/2 courses, unless the Chief Academic Officer (CAO) requests a modification. Part of this teaching is to include at least one section of a distance-delivered course per semester. Department Coordinators are expected to teach, and be available to fulfill other duties beginning two weeks prior to the start and one week following the end of each and every semester. They are expected to fulfill administrative duties, and advise students if assigned. Salary and benefits are paid throughout the year, with payroll disbursed bi-weekly.

This position requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement.

Department Coordinators are non-tenured and employed from semester to semester. Full Time faculty/DC may be terminated immediately for cause, as outlined in the Faculty Handbook. Department Coordinators report to the CAO. Department Coordinators actively serve in faculty governance.

All Department Coordinators participate in extra and co-curricular activities. All faculty, regardless of appointment, are engaged in ongoing, documented, assessment as part of their teaching.

All faculty are required to participate in professional development. Chatfield will reimburse Department Coordinators for the cost of professional development pursuant to reasonable rules, regulations, and procedures outlined in the Faculty Handbook.

Department Coordinators must be dedicated to the Chatfield Mission and Core Values, and approach teaching and student support in a manner consistent with the Chatfield Mission.

### **Essential Functions:**

- Review department course offerings, descriptions, abstracts and proposals.  
Departments overseen: HUS, SOC, PSY, others as assigned.
- Work closely with the CAO, site directors, other department coordinators, academic advisors, other faculty, the registrar, business office, financial aid, and enrollment management to provide students with a superior educational experience.
- Participate in the budget process.
- Manage department facilities and equipment.
- Develop course syllabi.
- Collaborate with the site directors and academic advisors to assure comprehensive and consistent academic advising of students.

- Participate in the ongoing evaluation of student learning and academic achievement to ensure learning outcomes are met.
- Collaborate with the CAO to coordinate cross registration with other GC3 institutions.
- Collaborate with the CAO and other institutions on articulation agreements.
- Coordinate text book purchases prior to registration with the department assigned the task of ordering text books – currently the Financial Aid Department.
- Performing other duties as assigned by the CAO.

#### **Specific Duties:**

- Recruit, interview, recommend, train, and proactively actively support departmental faculty.
- Complete distance education training. Complete LMS usage training.
- Encourage and ensure that faculty in the department are compliant with Chatfield's policies.
- Finalize staffing recommendations and provide to the CAO prior to the start of student registration for each semester
- Work with the CAO, site directors and registrars to schedule classes and distribute teaching loads.
- Establish practicum sites.
- Facilitate departmental and interdepartmental meetings.
- Mentor other faculty.
- Support and participate in persistence and retention plans and strategies.
- Lead and collaborate with department faculty to establish goals, learning outcomes, and a departmental assessment plan.
- Collaborate with Dean, faculty, and staff to articulate program outcomes and measures to evaluate and assess student learning.
- Work with CAO, site directors, other faculty and academic advisors to identify and expedite opportunities for continuous improvement.
- Work collaboratively with members of the administration to continuously improve the learning environment at Chatfield College.
- Conduct peer teaching reviews of Chatfield Faculty.
- Keep current on best practices in teaching and assessment.
- Maintain and report attendance and grade records on time and consistent with Chatfield policies and procedures.
- Mediate grade and other disputes between students and department faculty as part of the appeals process.
- Serve on the academic appeals committee and disciplinary panels as requested by the CAO.
- Create and develop reports as requested by the CAO.
- Assist students in maintaining a professional portfolio.
- Track outcomes of licensure exams and employment placement.

#### **Additional Duties**

- Identify 'milestone' assignments in the departmental curriculum that will be included in student portfolios, in demonstration of achievement of program-level outcomes.

#### **Desired Competencies:**

- Must understand and support Chatfield Mission and Ursuline Core Values.
- Must have master's degree in subject area of teaching.
- Must be able to operate within strict guidelines and time parameters, meeting deadlines.
- Attention to detail.
- Ability to make meaningful contribution to Chatfield College.

**Additional Comments/Work hours:**

- This position is full time, with benefits, requiring a minimum of 40 hours per week, daily and nightly monitoring of voicemail and email.
- Hours are flexible and may be irregular.
- Though primary teaching and administrative responsibility may be assigned to a single campus, some teaching and administrative work at the other campus is required for the convenience to the faculty and to support Chatfield's diversity and inclusion initiatives.
- Teaching may be assigned during any class period, including evening or Saturday classes.
- Chatfield College reserves the right to perform random drug-testing prior to or after employment begins.
- The terms of employment and other pertinent information is contained in the Chatfield College Faculty Handbook.
- Compensation includes salary, medical benefits, generous PTO, paid holidays, 403 (b) contributions after 1 year, paid life and short term disability insurance, tuition assistance for employee and family members. Dental, Vision, and AFLAC programs available at employee expense.
- Collegial atmosphere and bucolic setting.

All employees of Chatfield College are responsible for working towards the mission and goals of the college, Due to the nature of this position, confidentiality must be maintained at all times. Chatfield is an equal opportunity employer, and does not discriminate against any applicant on the basis of age, race, religion, gender, disability, or other legally protected class.

The terms of employment and other pertinent information is contained in the Chatfield College Employee and Faculty Handbooks. This job description shall be continually evaluated and will evolve based on new technologies, and the needs and priorities of the College as established by the President and the Board of Trustees. This is a full-time position requiring a minimum of 40 hours per week, daily and nightly monitoring of voicemail and email, and attendance at all major college events, including those held on evenings and weekends.

I acknowledge that I have received, read, and understand this job description.

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Signature

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Date

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(Print Name)

