

April 2010 (Final)

**SALEM COMMUNITY COLLEGE
POSITION DESCRIPTION**

Position Title: Academic Coordinator—English and Social Sciences

Salary Grade: 26 (mid – to high \$50K)

Minimum Qualifications:

Education: Master’s or terminal degree in English or a related field.

Experience: Experience teaching at the college-level required. Experience teaching at a community college preferred. Experience teaching developmental English courses preferred.

Skills/Abilities:

1. Knowledge of and demonstrated ability to implement a variety of creative and engaging classroom teaching and learning strategies including cooperative and collaborative activities, classroom assessment techniques, application activities, and motivational strategies.
2. Experience using instructional technologies such as Smart boards, PowerPoint presentations, clickers, etc.
3. Experience in writing curriculum and testing and modifying instructional approaches.
4. Demonstrated administrative ability to oversee budget development, program alignment, and program growth.
5. Demonstrated administrative ability to recruit, mentor, supervise and evaluate instructors.

Reporting Structure:

Reports to: Dean of Academic Affairs

Supervises: All full-time and adjunct faculty members in English and Social Sciences.

Responsibilities of the Position:

1. Teach one/two class sections each semester (Fall and Spring).
2. Participate in a rotation for coverage of duty as Evening Administrator (working a later shift until evening classes have ended) during the times when classes are in session.
3. Meet assigned objectives and work to improve the success of students in disciplines/programs in the area of supervision.
4. Provide curriculum support and articulation with Salem County high schools for the alignment of high school and college curriculum and preparation of students for college-level work in English. (Institutional Priority 5)
5. Assist the Dean of Academic Affairs and the Office of Human Resources in the recruitment, hiring and on-boarding of new full-time and adjunct faculty members in the area of supervision. (Institutional Priority 3)
6. Coordinate Adjunct Orientation meeting each semester (Fall and Spring) and plan all professional development activities for adjunct faculty in coordination with the Dean of Academic Affairs and the other Academic Coordinators
7. Act as primary liaison for Academic Affairs to the appropriate Information Technology and WebStudy staff members with regard to all delivery of all online and hybrid/blended courses. (Institutional Priority 6)
8. Maintain a quality rubric for the evaluation of all online and hybrid/blended courses. (Institutional Priority 6)
9. Review and evaluate all requests for courses to be delivered in an online or hybrid/blended format and recommend to the Dean of Academic Affairs whether the course meets quality standards. (Institutional Priority 2)
10. Review and evaluate all online and hybrid/blended courses on a three-year cycle.
11. Supervise, mentor and evaluate all full-time and adjunct faculty members in the area of supervision.
12. Meet monthly with all full-time faculty members in the area of supervision and with sub-groups by discipline/program as necessary.
13. Ensure that full-time and adjunct faculty in the same discipline/program connect with one another on a regular basis and that adjunct faculty teach all courses as outlined in the master syllabus for each course.

14. Ensure that the master syllabi for all courses (related to programs and disciplines in the area of supervision) are up to date in advance of each semester (Fall, Spring, and Summer).
15. Act as liaison for Academic Affairs to the College Bookstore and coordinate ordering textbooks and other required instructional materials for all credit courses.
16. Ensure adequate student advisement for students enrolled in programs in the area of supervision throughout the year.
17. Recommend professional development opportunities for full-time faculty in the area of supervision and develop in-service activities in coordination with the Dean of Academic Affairs and the other Academic Coordinators. (Institutional Priority 3)
18. Work with full-time faculty members in the area of supervision to monitor discipline-specific facilities to ensure safety of instructors and students and security of equipment and supplies. This includes but is not limited to development of protocols for using the facilities and equipment and training of adjuncts on how to teach in the facility.
19. Facilitate academic program reviews for all programs in the area of supervision as scheduled. (Institutional Priority 2)
20. Oversee quality improvements in all courses (related to programs and disciplines in the area of supervision) and lead the area of supervision in comprehensive outcomes assessment at both the program and course levels.
21. Oversee and assist the full-time faculty in preparing the documentation for new/revised programs and courses for review by the Curriculum Review Committee and participate in the Curriculum Review Committee.
22. Actively seek additional grants that would develop new programs in the areas of responsibility. (Institutional Priority 4)
23. Participate in Division planning, course scheduling and budgeting process.
24. Evaluate course fees on a regular basis to ensure that the fee charged fully covers the cost of any extraordinary instructional costs associated with a course (related to programs and disciplines in the area of supervision), such as lab aides, specialized equipment or software, or consumables used by students in class. Recommend adjustments in course fees as needed to cover costs.
25. Participate in New Student Orientation sessions at the beginning of each semester and other activities sponsored by the Divisions of Academic Affairs and Student Affairs, including but not limited to recruitment events, particularly for programs in the area of supervision. (Institutional Priority 7)

26. Attend adjunct orientation sessions at the beginning of the Fall and Spring semesters.
27. Work with Learning Coaches and instructional assistants to establish appropriate tutoring services, diagnostic and remediation services for all students. (Institutional Priority 7)
28. Work with the Manager of Library Services to ensure appropriate resources are available to support all courses (related to programs and disciplines in the area of supervision) and to develop and sponsor events at the Library that support learning in the disciplines and programs represented in the area of supervision.
29. Other duties as assigned.

Anticipated start date is Fall 2010 Semester

Position is open until filled; however, **preference will be given to application submissions received by August 30, 2010.** Qualified candidates should send a letter of application outlining how their qualifications meet the requirements of this position, a current resume, and the names of 3 references to: employment@salemmc.edu. Please include the name of the position you are applying for in the subject line.

AA/EOE