# NewCoastlineLogo

# Counseling Department Chair – Position Description

## Core Activities (All Departments)

### Primary Activities

1. **Liaison and Communication:** Act as **liaison** with faculty and between faculty, Senate, and administrators. Facilitate effective communication regarding department issues with full & part time faculty and between faculty and administration.
2. **Meetings:**  Attend all meetings as necessary and appropriate to the position. Additionally, meet regularly with the discipline dean and meetings called by the VP of Student Services and Instruction
3. **Availability:** Flexibility to meet on a variety of days and times for classroom visits, site visits, faculty meetings, peer-review activities and committee work
4. **Scheduling:** Assist with counseling and instructional **schedule** development for the department/division in conjunction with Discipline Dean. This includes the review of counselor schedules during semester and extended contract periods, equity wheels and assignments to part-time counselors
5. **Faculty Evaluations:** In consultation with dean, coordinate and conduct **full- time and** **part-time faculty evaluations** (one-third per year, including all new faculty) in compliance with applicable collective bargaining agreements.
6. **Curriculum/Program Development:** Guide departmental **curriculum development**, including development of new courses and programs and revision of existing courses and program, working with full and part-time faculty, dean, and advisory committee/business community; work with college articulation officer as necessary to ensure proper course/program articulation
7. **Hiring and Assignment of Counselors/Instructors:** Assist in identifying, and recommending qualified part-time faculty, staff and student assistants. Assist (as appropriate) with arrangements for substitutes.
8. **Professional Development:** Assist with **professional development**: orient new instructors; mentor new and continuing faculty to strengthen counseling and teaching strategies and technology skills; provide resource information related to improving counseling and instruction and classroom research
9. **Discipline/Department Meetings:** Collaborate and assist discipline dean in developing, scheduling and leading **discipline/department meetings and Flex Day activities.**
10. **Program Review:** Provide leadership to **Program Review**, including working with faculty in conducting and writing the five-year program review and the annual institutional planning document and budgetary requests, ensuring follow-up on goals and recommendations (\*1 extra LHE during Program Review year)
11. **SLOs:** Provide leadership on course and program-level **student learning outcomes**, guiding faculty in identifying expected SLOs and in implementing plans to ensure regular assessment, tracking and follow-up and effective analysis and use of SLO results; guide development of appropriate assessment and scoring tools; facilitate and lead analysis of SLO outcomes and strategies for improvement.
12. Lead the review, analysis, discussion and action-planning for counseling-related software tools (e.g. SARS, Degreeworks, Eureka) and materials that support the department’s student success goals.
13. Assist in determining, writing, interpreting and editing department and division policies.
14. Assist Discipline Dean in budget development process and budget monitoring. Provide information to assist with the completion of department purchase orders.

### Secondary Activities

1. **Textbooks/Course Materials:** Research and review appropriate **textbooks** in his/her curriculum and recommend any changes for implementation
2. **Instructional Environments:** Provide administrators with input regarding the **classroom and DL environments** and necessary equipment and supplies to make them function adequately, including labs
3. **Marketing:** Research and (where appropriate) help to develop and implement the most effective types of **publicity** for the applicable program, including program website, brochures, presentations, etc.
4. **Fundraising/Grants:** Assist in the coordination of **fundraising** and performance events, including proposal development for **grants**
5. **Documentation and Reporting:** Assist with state-required **documentation and reporting** e.g. Annual Transfer Center and Articulation Officer Reports
6. **Respond to Emerging Priorities**

## Other Activities (based on department need)

### Primary

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| * **Course Coordination:** Improve course coordination and faculty communication between Coastline and district colleges, other community colleges, high schools, and state colleges and universities |
| * **Publications:** Develop and maintain appropriate publications for marketing and use by students, faculty, and staff |
| * **College, Regional, Statewide Meetings And Boards:** Represent the interests of the discipline and department at various meetings and provide summaries, trainings and updates on materials and processes to Discipline Dean, Department Chairs, counseling colleagues and other staff |