

OFFICE OF HUMAN RESOURCES
803-327-8037
803-981-7259
803-981-7711 FAX

POSITION: Department Chair for Information Technology - BCAS/Information Technology
Position# 148618 (UD14/Slot0027/Band00)

STARTING SALARY: Actual starting salary will be commensurate with experience.

MINIMUM TRAINING AND EXPERIENCE: Master's degree in related field with 18 graduate hours in Computer Science, Information Technology, Information Systems or any comparable equivalent of education and experience. Computer networking skills and proficiency with Microsoft Windows, Linux and the Microsoft Office Suite. Two or more of the following: A+ certification, Net+ certification, CCNA, CEH, OSCP, Proficiency in creating and maintaining databases; minimum of three (3) years' experience in related field; teaching experience in related field, or equivalent combination of education and experience. Previous academic supervisory experience is required.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of diverse learning styles and ability to implement methodologies to promote effective teaching and learning; knowledge of instruction technology, and ability to use alternative delivery methods to promote student success. Knowledge and implementation of effective supervisory and administrative management principles and practices. Strong leadership, interpersonal, and mentoring skills. Communication skills (writing, speaking, and listening) to interact with students, peers, administration, and the general public. Ability to establish and maintain effective working relationships with faculty, staff, students, and other professional organizations; ability to work independently and in groups. Ability to present professional appearance and implement measures to maintain health and wellness. Ability to think critically to carry out essential functions of the position. Ability to deal with confidential and sensitive issues with tact and resourcefulness. Ability to work a flexible as needed. Ability to teach day, night, and/or weekend classes; ability to travel to three-county service delivery area.

SPECIFIC DUTIES

1. The Department Chair provides leadership to: plan and pursue the strategic and operational goals of the department and ensure quality programs and services to promote student success; implement the instructional, administrative and fiscal functions of the department; implement curriculum development and new program planning; recruit, develop, mentor, and evaluate faculty and staff to meet the needs of the department and support student success initiatives; plan and monitor departmental budgets, special projects, and capital equipment needs; develop and submit department needs/requests/proposals using input from Program Coordinators, faculty, staff, students, advisory committees, curriculum review meetings, accreditation agencies, etc.; ensures compliance with College, State and regional/professional association accreditation guidelines; prepare and submit necessary reports and documentation to maintain effective operation of the program; set goals and monitor program enrollment, retention, placement, student learning outcomes, and institutional effectiveness outcomes; document and use results for continuous improvement of the department's programs and services; plan effective advising, orientation, and course scheduling for students in the department; actively participate and positively represent the department and the College on internal and external committees; in partnerships with business/industry, government, public education, and other higher education institutions; and in the general community.

2. Assumes teaching responsibilities for assigned courses. Prepares lectures. Updates syllabi, course competencies, and lesson objectives. Prepares, administers and evaluates tests. Selects textbooks and resource materials. Providing students with appropriate course materials (syllabus, calendar, policy statements or guidelines). Adhering to course competencies in the preparation and delivery of instruction. Being organized and prepared for classes. Teaching and testing relevant content. Paces instruction and varies delivery to meet different learning styles. Provides appropriate and timely feedback. Maintains a positive environment for optimum student performance. Provides for and value appropriate student input. Maintains accepted standards of achievement. Paces instruction and varies delivery to meet different learning styles. Provides appropriate and timely feedback. Maintains a positive environment for optimum student performance. Provides for and value appropriate student input. Maintains accepted standards of achievement.
3. College and/or other Community Service through: Promoting the College as possible. Assisting in recruitment and placement. Cooperating with and participating in projects and activities of the College and, as appropriate, in the community. Serving on advisory committees as requested. Promoting and supporting the continuing education program of the College. Maintaining a cooperative working relationship with college personnel.
4. Instructional Development through: Coordinating with the department manager and other faculty, preparing and maintaining competency-based course syllabi and support materials for all courses. Assisting with selection of textbooks and other instructional resources.
5. Student Advisement through: Providing appropriate academic guidance. Maintaining office hours and being available during assigned and optimum times for advising. Cooperating as part of the advising team for the program. Assisting students as possible in setting and meeting short- and long-range educational goals. Taking advantage of advising training. Learning and using computer resources to access data and properly advise students. Being knowledgeable of institutional policies, procedures and programs. Making referrals and conducting follow-up as appropriate. Using discretion in dealing with confidential information.
6. Instructional Management through: Maintaining required and appropriate records and files. Submitting all reports in an accurate and timely manner. Practicing effective classroom management. Prioritizing duties and using time wisely. Maintaining current files for courses. Handling student work and records in a professional manner.
7. Professional Development through: Seeking ways to keep current in the teaching field. Developing an annual professional development plan (with short- and long-range goals) in keeping with the College's mission and institutional goals. Participating in appropriate courses, seminars and workshops, especially those that introduce new ideas or practices. Performing other duties as required.

To apply, please complete an on-line employment application at www.yorktech.edu/hr or come to the Human Resources Department, 452 South Anderson Road, Rock Hill, SC, 29730, to complete an on-line employment application. Applications accepted until May 22, 2022.

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