

*San Joaquin Valley College*  
Job Description

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**Job Title: Division Manager**

**Department: Academic Affairs & Student Services**

**Reports To: Academic Dean**

**Status: Full-time, Exempt**

**Summary:** Division Managers apply their expertise and knowledge of the program major(s) under their supervision in three general areas: faculty qualifications, curriculum content and outcome assessment. Division Managers participate in college governance, committees and task forces and serves as liaison among Deans. Division Managers may have teaching assignments on an on-going or intermittent basis.

**Essential Duties and Requirements:**

ADMINISTRATIVE

- Assists the Academic Dean in interview and selection of faculty
- Develops and maintains a resource of qualified substitute instructors
- As assigned by the Director of Instruction and Academic Dean, participates in new faculty orientation and training
- Participates in developing and delivering faculty in-service
- Participates in classroom observation and faculty evaluations
- Assists the Dean of Student Services in progressive disciplinary action, addressing complaints and resolving problems
- Assists faculty in developing syllabi, resource materials, classroom activities and outcome assessments
- Assures appropriate levels of lab supply inventory is maintained
- Assures that lab equipment is properly maintained
- Identifies faculty participants in the selection of textbooks, software, and capital equipment
- Facilitates advisory committee meetings
- Monitors student retention, by instructor and/or term
- Monitors graduate placement and pass rates on applicable licensure and registry examinations
- Participates in accreditation and approval processes
- Other duties as assigned

INSTRUCTIONAL

- Refer to "Job Description: Instructor"
- Assesses and analyzes student mastery of course and program learning outcomes
- Reviews assessment data and adjusts curriculum and instructional methodologies to improve student learning
- Contributes to outcome discussions at the campus, program and institution levels
- Fulfills all duties enumerated within the Statement of Faculty Responsibilities

**Supervisory Responsibilities:** Directly supervises 1 to 25 faculty members. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

**Competency:** To perform the job successfully, an individual should demonstrate the following competencies:

Design – Generates creative solutions; demonstrates attention to detail.

Problem Solving – Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

Project Management – Develops project plans; coordinates projects; communicates changes and progress; completes projects on time and within budget; manages project team activities.

Technical Skills – Assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

Customer Service – Manages difficult or emotional student/faculty situations; responds promptly to student and faculty needs; solicits student and faculty feedback to improve service; responds to requests for service and assistance; meets commitments.

Interpersonal Skills – Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.

Oral Communication – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.

Written Communication – Writes clearly and informatively; edits work for spelling and grammar; able to read and interpret written information.

Teamwork – Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

Visionary Leadership – Displays passion and optimism; inspires respect and trust; mobilizes others to fulfill the vision; provides vision and inspiration to peers and subordinates.

Change Management – Develops workable implementation plans; communicates changes effectively; builds commitment and overcomes resistance; prepares and supports those affected by change; monitors transition and evaluates results.

Delegation – Delegates work assignments; matches responsibility to the person; sets expectations and monitors delegated activities; provides recognition for results.

Leadership – Exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others; gives appropriate recognition to others.

Managing People – Includes faculty in planning, decision-making, facilitating and process improvement; takes responsibility for subordinates' activities; makes self available to faculty; provides regular performance feedback; develops subordinates' skills and encourages growth; fosters quality focus in others; improves processes, products and services; continually works to improve supervisory skills.

Quality Management – Looks for ways to improve and promote a quality education; demonstrates accuracy and thoroughness.

Cost Consciousness – Works within approved budget.

Diversity – Demonstrates knowledge of EEO policy; shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment; builds a diverse workforce.

Ethics – Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.

Organizational Support – Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities.

Judgment – Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.

Motivation – Sets and achieves challenging goals; measures self against standard of excellence.

Planning/Organizing – Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules faculty and their tasks.

Professionalism – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Quality – Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; monitors own work to ensure quality.

Safety and Security – Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

Adaptability – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality – Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

Dependability – Follows instructions, responds to management direction; takes responsibility for own actions; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.

**Qualifications:** To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience – Possess a minimum of an AS degree and 3 – 5 years teaching experience.

Language Skills – Ability to read and interpret documents such as handbooks and curriculum; ability to write routine reports and correspondence; ability to speak effectively before groups of students and faculty members.

Mathematical – Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio, and percent.

Reasoning Ability – Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form; ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills – To perform the job successfully, an individual should have knowledge of Microsoft Office, Word, Excel, Access, PowerPoint and Outlook.

**Other Qualifications:** Must have a thorough knowledge of the specific program requirements, accreditation and approval standards. Must demonstrate the ability to teach from standardized curriculum. Must have a thorough knowledge of SJVC policies and procedures.

**Physical Demands:** The physical demands describes here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; sit; use hands to finger, handle or feel; reach with hands and arms; talk; and hear. The employee is frequently required to walk and stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. In some cases depending on the program, the employee may be exposed to chemicals and/or moving machinery.