



## Automotive / Diesel Faculty Director Job Description

**Job Title:** Automotive / Diesel Faculty Director  
**Job Class:** Instructional  
**Department:** Technology and Transfer  
**Reports To:** Academic Dean of Technology and Transfer  
**FLSA Status:** Exempt  
**Compease:** Grade 12  
**Approved By:** Vice President of Academic Affairs  
**Approved Date:** January 31, 2020

### I. Position Purpose

A faculty director will act as a transformational leader to set priorities in teaching and instruction, student success, and program development and assessment. The faculty director will supervise faculty in his or her program areas. The faculty director will also engage in the professional work to advance the College's mission by participating in institutional advancement, professional development, and community service in the pursuit of excellence.

### II. Duties and Responsibilities

**PROVIDE LEADERSHIP IN INSTRUCTION:** A faculty director will engage in instruction and curriculum development in his or her discipline. A faculty member will be responsible for delivering courses on campus with the possibility of delivering courses at off-campus partner sites. A faculty member will assess, revise, and develop courses to maintain a current, relevant curriculum; develop lesson plans; organize and manage instructional activities; use appropriate learner-centered instructional methods; utilize new technology and the WSCC learning management system in all classes. Faculty will be responsible for the evaluation of student learning and provide evaluation methods appropriate to outcomes; evaluate student learning in a fair manner; maintain accurate records of evaluation and course work, including attendance; submit grades; seek feedback on course delivery and student learning; order textbooks; and maintain lab and equipment..

**DEVELOP CURRICULUM AND CONDUCT ASSESSMENT:** A faculty director will network with community and industry partners to build a strong advisory board; gather feedback from stakeholders to design curricula and develop program outcomes. This position will be responsible for annual program assessment and comprehensive program reviews; gather and analyze data including student outcome, enrollment, retention, and completion data to support continuous improvement. The faculty director will collaborate with business, industry, and professional organizations in order to understand changes in the field and explore future trends.

**LEAD ACCREDITATION AND/OR PROGRAM DEVELOPMENT:** A faculty director will understand and follow accrediting agencies regulations and standards and complete accreditation/certification requirements including reports, self-studies, and campus visits by accrediting agency if applicable. A faculty director will build partnerships to coordinate and maintain placement sites for clinical, practicum, or experiential learning for students. This position will assist in budget management for the program; assist in the development of grants in support of the program; and serve as initial point of contact for student concerns or issues.

**PROVIDE LEADERSHIP & SUPERVISION:** A faculty director will supervise, guide, and evaluate faculty within his or her career community. The faculty director will assist faculty to set goals and



manage program development, assessment, and improvement as well as recruit and mentor adjunct faculty and assist in staffing courses.

**ENGAGE IN ADVISING & STUDENT SUPPORT:** A faculty director will engage students' in the advising process; meet with advisees face-to-face as often as needed; use institutional tools to create student plans and maintain documentation for each advisee; maintain required office hours compatible with student schedules; direct students to appropriate college resources; and evaluate graduation progress and completion.

**PARTICIPATE IN INSTITUTIONAL ENGAGEMENT & ADVANCEMENT:** A faculty director will work to advance the College's mission and vision, abide by the College's values by following policies and procedures, and promote a positive working relationship across divisions. A faculty director will participate in committees and institutional activities, participate in program recruitment, support workforce development, and perform other job related duties as assigned.

**ENGAGE IN PROFESSIONAL DEVELOPMENT:** A faculty director will formulate and implement goals for growth; identify personal professional development needs and participate in professional development for continuous improvement; maintain or attain appropriate certification, licensure, or credentials; and serve on community, state, and professional committees and boards.

**DEMONSTRATE PROFESSIONAL AND QUALITY CUSTOMER SERVICE:** A faculty director will demonstrate professionalism and provide quality customer service in accordance with the College's values; maintain positive working relationships, and make decisions and solve problems; maintain confidentiality, positive communication, accurate records, and an organized, safe working environment; exhibit flexibility, willingness to learn, ability to change, and maintain current technology skills.

### **III. Qualifications – Education, Experience, and Skills**

- Associate's Degree in Automotive Technology or related discipline from a regionally or nationally accredited institution recognized by the U.S. Department of Education or the Council for Higher Education Accreditation
- Automotive Service Excellence (ASE) certification
- Experience teaching in higher education
- Minimum of 5 years of full-time professional work experience in the field
- Evidence of professional development in the field of concentration

*Reasonable accommodations may be requested and reviewed according to the Americans with Disabilities Act (ADA).*