



JOB DESCRIPTION

POSITION TITLE: Chairperson/Athletic Director, Department of Health, Physical Education Recreation and Dance

DEPARTMENT: Instructional/Student Services

FLSA: Exempt

REPORT TO: Vice President of Instructional Services

POSITION SUMMARY: The Chairperson is responsible for

ESSENTIAL JOB FUNCTIONS:

1. To provide positive leadership to the department's faculty, staff and students. To coordinate various College public and special events.
2. To plan, organize and instruct classes in health, physical education and recreation programs. To work with the faculty to develop, evaluate and review current curricula to ensure maximum student competency.
3. To submit budget requests and purchase requests for supplies and equipment as required for efficient program operation.
4. To participate in the overall planning process of the College.
5. To advise students as assigned.
6. To maintain appropriate office hours.
7. To attend workshops and meetings that contribute to professional development.
8. To maintain a major role in recruitment, retention and placement of students.
9. To serve and participate on instructional committees as assigned.
10. To oversee the general operation of the College's sports programs.
11. To direct the distribution of class assignments and the departmental duties of each staff member.
12. To recommend class schedules for course offerings.
13. To perform other job related duties as may be assigned by appropriate personnel.