

Division Director	Exempt
	5/19/2015
	Faculty Salary Schedule Plus Stipend (See Faculty Compensation Plan)
Technical Dean and/or the Vice President of Instruction	

Coordinates and consolidates a preliminary budget for division and monitors expenditures emanating from the programs areas and faculty within the division;
Reviews and makes recommendations concerning all purchases, travel requests, and other expenditures emanating from the programs and the faculty within the division.

Recommends budget adjustments, as appropriate.

Works with the Program Coordinators, the Dean, and the Vice President to arrange for substitutes, if necessary, in case of absence by the regular faculty;

Provides leadership to division faculty in the study and review of literature dealing with new developments, practices, and knowledge of higher education with special emphasis on community colleges;

Monitors faculty and staff

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? _____

Signature

Date