



POSITION DESCRIPTION

Position Title: **Chairperson, Trades**

Division:

School of Trades & Technology

Classification: **Chairperson**

Supervisor's Title:

Dean, School of Trades & Technology

POSITION SUMMARY

Reporting to the Dean, the Chairperson provides day-to-day academic and operational leadership to the school, assuring the vitality and academic integrity of the programs and of the teaching and learning functions within the school. The Chairperson works together with college departments, agencies, community leaders, and industry partners to ensure educational programming is of high quality; relevant and engaging. The chairperson provides leadership within a team environment that is always working towards providing our students with unparalleled experiences.

In co-operation with the Dean, the Chairperson is responsible for managing general administrative processes including budget preparation and monitoring, course/instructor evaluations, and academic student advising. In collaboration with the Dean, the Chairperson works to extend the scope of programming of the School and the College through developing partnerships and identifying and pursuing opportunities for new programming (regular, contract, and/or continuing studies) and/or applied research. The Chairperson provides leadership to maximize the efficient and effective use of financial and physical resources to achieve strategic priorities of teaching and learning, student success and community engagement.

RESPONSIBILITIES AND ACCOUNTABILITIES

Academic Leadership and Program Management Responsibilities

- Work with faculty and advisory committees to ensure existing program curricula are current and relevant, and learning experiences are exceptional.
- Provide academic leadership within the school, shaping the growth and development of assigned programs within the school, in accordance with AC's Academic Charter and Academic Strategy.
- Collaborate with extended proactive advising team (student success advisors, learning strategists, tutors, faculty) to implement the College's student success strategy. ; provide academic advising related transfer of credit, program requirements, and other academic matters.
- Working with college departments, faculty, industry partners and community leaders, complete annual program summaries and scheduled program reviews and academic quality assurance audits.
- Conduct regular program meetings and communicate outcomes to Dean.
- Determine and assign instructor workload and develop timetables.
- Collaborate with the Dean on researching and developing program proposals, including regular, contract, and continuing studies programming; implement, promote, coordinate and evaluate new program initiatives.
- Work with college departments to secure appropriate and safe facilities and equipment for program delivery.
- Monitor enrolments and collaborate with marketing and recruitment staff to develop strategies to promote courses and programs.

- Collaborate with the Dean in the establishment, implementation and maintenance of articulation agreements. Analyze staffing needs with the Dean, and co-ordinate recruitment and selection of faculty in conjunction with Human Resources staff.
- Provide direct supervision to faculty including orientation, performance and professional development plans, mentoring, conflict resolution, team building, promoting best practices, and workload assignment.
- Ensure that overall safety measures and workplace safety education is provided for supervised staff.
- Establish and maintain active program industry advisory committees.
- Meet internal and external reporting requirements of the school or the college.
- Co-ordinate the development of Prior Learning Assessment and Recognition (PLAR) within related program areas.
- Collaborate with faculty in liaising with business and industry for student practicum placements.
- Administer all relevant college and school policies and procedures.

Financial and Physical Resource Management

- Work with the Dean to monitor financial statements and other performance data to measure effective, relevant provision of learning resources and other program needs.
- Collaborate with the Dean in budget planning.
- Manage and co-ordinate within budget guidelines to fund operations, meet program needs, increase efficiency and reduce variances.
- Work with foundation and industry partners to extend financial and physical resources.

KEY RELATIONSHIPS

Staff Positions Directly Supervised	Instructors
Staff Positions Indirectly Supervised	Administrative staff

Other Key Relationships:

- The Chairperson's performance review will be conducted by the Dean and will include information provided through consultation with faculty, staff and others.
- As a representative of the college, the Chairperson represents the college in a positive manner with the public, potential students, potential employers for students, businesses, government officials and agencies, both in-province and out-of-province.
- The Chairperson works within a number of teams throughout the college and is expected to work cooperatively to achieve the mission and goals of the program, the school and the college.

KNOWLEDGE, SKILLS, ABILITIES,

The Chairperson will have:

- Demonstrated excellence in leading a team in a relevant post-secondary environment or industry, with a solid understanding of program and curriculum development, assessment and evaluation, student advising and group facilitation.
- Practical and theoretical experience and competence in the discipline(s) that comprise the supervised programs.
- Knowledge contemporary models for and current best practices in adult education.

- Awareness of the day-to-day demands that faculty face and of the strategies and models for assisting faculty in managing these challenges.
- Experience preparing complex written documents; in analyzing/interpreting/implementing policies and procedures; in researching, preparing and compiling reports; in oral and written communication.
- Experience in preparing, monitoring and managing budgets.
- Cultural awareness and respect, and outstanding interpersonal, presentation, influencing and negotiation skills including the ability to develop and promote close and effective work environments and relationships, internally and externally.
- High-level analytical skills with the capacity to evaluate situations, make decisions and consult with others to inform, facilitate and expedite decision-making.
- Ability to handle challenging situations in a professional manner; to establish and maintain effective working relationships within the college, external agencies and industry partners.
- Commitment to the values and distinctive profile of AC, in particular - professional excellence, ethical practice and personal integrity, diversity, equity, sustainability and collaborative effort.

Employee's Signature

Date

Supervisor's Signature

Date