

INSTRUCTIONAL PERSONNEL PROGRAM COORDINATOR

DUTIES AND RESPONSIBILITIES –

In the Business, Industrial, and Technical Studies Division given programs are required by State Boards/Agencies to have Program Coordinators.

The Program Coordinator is responsible for organizing, supervising and coordinating the work in his/her instructional program. The program coordinator is academically qualified to provide (1) program coordination including curriculum development and review, and (2) leadership in addressing program quality and compliance with accrediting authorities. The general responsibilities of the position as they relate to the program are:

- a. Coordinates all activities related to maintaining program relevance, effectiveness, viability, and compliance/accreditation.
- b. Evaluates instruction using appropriate assessment techniques and improves instruction by preparing and implementing Unit Action Plans.
- c. Cooperates with and provides documentation to the Office of Institutional Planning and Research as required to support the institution's assessment, planning and evaluation processes.
- d. Assists in the recruiting and advising, and placement students.
- e. Conducts regular meetings for purposes of communicating information, discussing issues, and making decisions on program matters.
- f. Ensures that the program meets all accountability standards of the College, the Coordinating Board, and other applicable agencies or boards. In pursuance of this, he/she provides, with faculty assistance, all data and information required by the Office of Institutional Planning and Research or other college offices.
- g. Works effectively with his/her department/division chairs and other officers of the college administration to achieve the college's goals for instructional programs.

The specific responsibilities of the position are as follows:

1. Develops and administers appropriate assessments of student program outcomes.
2. Uses assessment information for program improvement, specifically in the development and implementations of Unit Action Plans for the program.
3. Assists the department chair in scheduling and conducting advisory committee meetings (technical programs only).

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4. Conducts an annual Employer Satisfaction Survey as specified by the Office of Institutional Planning and Research (technical programs only).
5. Maintains contact with employers and provides students with assistance in career planning and job placement (technical programs only).
6. Advises the department/division chairs regarding the time schedule and room schedule for courses in the program.
7. Perform other duties as may be assigned by the Vice President of Academic Affairs.