



Job Description

Job Title:	Chair Bible, Theology, and Ministry Skills
Department:	Academics
Job Category/ FLSA Status:	Faculty/Exempt
Accountability:	Provost and Academic Dean
Authority:	Authority over the curriculum, faculty and staff assigned to the departments
Position Description:	The Chair is responsible for the leadership and management of all academic and administrative aspects of the departments.

Major/Essential Functions:

- Responsible for ensuring that all academic programs and supporting faculty are in alignment and compliance with quality standards that support the achievement of the desired student outcomes and institutional mission.
- Assumes leadership in the development, implementation of plans, goals and objectives to facilitate the changes in policies, procedures and processes for continual quality improvement.
- Develops and manages annual departmental program review including integration of units' plans and assessments with institutional planning and assessment initiatives.
- Monitors operational activities to meet goals, ethics and guidelines, and to ensure compliance with state and federal regulations, and accreditation standards.
- Ensures compliance with the Family Education Rights and Privacy Acts (FERPA) as it relates to the assigned areas of responsibility.

Duties/Responsibilities:

- Leads the continuous development and evaluation of department curriculum.
- Recruits and selects department faculty with approval of Academic Dean and President.
- Supervises and develops department faculty.
- Participates in department chair meetings.
- Manages the department budget for the library.
- Administers the evaluation of the department faculty and report the feedback to the Academic Dean
- Develops and assesses the program objectives and outcomes in coordination with the Academic Dean and Institutional Effectiveness.
- Teaches up to nine hours per semester.
- Attends all required meetings (e.g. graduation, prayer, faculty meeting, etc.).
- Performs related duties as required by supervising authorities. Develop and manage annual departmental program review including integration of academic department's plans and assessments with institutional planning and assessment initiatives.

- Monitor operational activities to meet goals, ethics and guidelines, and to ensure compliance with state and federal regulations, and accreditation standards.
- Performs related duties as required.

Qualifications:

Required:

- Doctorate degree from an accredited institution of higher education in a related discipline and 3-5 years of academic instruction experience.
- An understanding of and agreement with the overall educational mission of the College.
- Is a committed Christian and in good standing with a local church
- Is in complete agreement with the doctrinal position (items 1-8) of the college (including but not limited to the CBS Doctrinal Statement, The CBS Statement on Biblical Gender Roles, The CBS Biblical Statement on the Sanctity of Human Life, The CBS Biblical Statement on Human Sexuality and the CBS Definition of Marriage) and able to sign (annually) its doctrinal statement without reservation.

Preferred:

- Doctorate degree from an accredited institution of higher education in a related discipline and 5 years of academic instruction experience, including academic leadership responsibilities.
- Bilingual in English and Spanish (speak, read, and write)

Equipment/Skills/Knowledge needed to perform job (i.e., vehicle, MS Word, License, etc.):

- Proficiency in organizational leadership and administration.
- Ability to work with and lead people.
- Ability to do basic budgetary planning and management.
- Ability to develop objectives and outcomes to support student learning, perform assessments and develop curriculum.
- Ability to effectively influence God-centered actions and opinions of others.
- Ability to inspire, earn respect and trust, and motivate others to perform well.
- Ability to teach and manage a classroom environment.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of students or employees of the college.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Proficiency in Microsoft Office Business desktop tools to include Word, Excel, PowerPoint, Outlook, as well as electronic communications such as e-mail, calendars, etc.
- Ability to learn various software and systems as required by the college or service providers.

Measurable Expectations/Fiscal Responsibilities (i.e., quarterly reports, annual events, etc.):

- Develop, perform and complete program and student learning outcomes assessments.
- Prepare annual, quarter and monthly reports for internal and external constituents.
- Develop and manage annual operating budgets to achieve both financial and operational goals and objectives.
- All additional measurements of expectation and performance will be designed, documented and implemented as deemed appropriate to this position.

Mobility/Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Employee must sit, stand and walk.
- Employee must talk and listen via face-to-face contact and telephone.
- Employee may be required to lift and/or move up to 35 pounds.

Working Conditions/Environment (i.e., necessary travel, unusual hours, etc.):

- Typical academic teaching environment
- Must be available for teaching schedule that includes day, night and weekend classes.

Security Sensitive: Yes

Statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, this job description does not establish a contract for employment and is subject to change at the discretion of CBS.

Believing that God values and calls men and women from every language, people and nation into His kingdom, CBS is committed to cultivating and maintaining an ethnically diverse educational and work environment that motivates and retains God's chosen individuals. CBS does not discriminate on the basis of race, sex, color, age, national or ethnic origin, veteran, marital status, or physical or mental disability in the administration of its employment policies except as such conditions may constitute bona fide occupational or assignment limitation.