

## PROFESSOR

DISTINGUISHING FEATURES OF THE CLASS: Under the direction of senior level administrators, this position directs the administration and supervision of instruction within an academic department, and in addition, instructs advanced courses of instruction at Westchester Community College. This position may be designated as department chairperson. If so designated, the incumbent is granted release time from the classroom, i.e., teaches fewer courses per term, to have sufficient time to perform administrative duties of the assigned department. These duties include: planning course offerings, evaluation of the curricula and instructors, and preparation of the department budget. This senior level position, the highest academic rank in the department, is characterized by strong professional achievement and experience. Full supervision is exercised over professional personnel in the department. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Directs the planning and preparation of the department's curricula in cooperation and under supervision of the Vice President and Dean of Academic Affairs;

Reviews and revises syllabi, course outlines, and instructional aids to recommend modifications in course content and departmental procedures;

Participates in President's executive and faculty meetings, departmental committee meetings to develop strategies to achieve educational goals;

Conducts departmental staff meetings to determine and establish division policy and procedures;

Initiates and implements educational techniques to improve instruction in assigned subject;

Evaluates the professional competency and efficiency of members of staff;

Supervises selection and use of instructional materials and supplies to meet the needs of a diversified student population;

Compiles necessary data, maintains, and submits attendance, grades and other departmental reports as required;

Develops and reviews means of measuring student achievement;

Counsels students on academic performance and career planning;

Participates in placement of graduates in permanent and training positions;

Conducts classes in advanced academic course offerings to educate students in assigned subjects;

Acts as department liaison in contacts with other educators and community groups by participating in meetings, conferences and seminars;

EXAMPLES OF WORK: (Cont'd)

Keeps abreast of developments in the field of education, career planning, etc.;

Participates in the recruitment, selection and development of faculty.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of specialized area; thorough knowledge of the principles, practices, and goals of education; good knowledge of educational administration; ability to plan, organize, and coordinate the work of associates; resourcefulness in the maximum utilization of instructional materials and equipment; integrity; tact; sound judgment; leadership; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) a Bachelor's Degree\* from a recognized college or university with a Master's Degree\* in specialized area including preparation in college administration and supervision and six years of experience, five years of which must have been in an instructional capacity in the area of specialization; or (b) graduation from a recognized college or university\* with a doctorate in a specialized area or engineering, with academic preparation appropriate to specialty of department, and including educational administration and supervision; and three years of experience, two years of which must have been in a practical capacity in the area of specialization; or (c) any equivalent combination of training and experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.