



Director of Human Services Technology Business and Social Science

BSS/3

JOB SUMMARY

This position is responsible for directing the college's Human Services Technology program.

MAJOR DUTIES

- Plans and develops the program.
- Develops, coordinates and teaches courses in the discipline.
- Develops and designs program curriculum.
- Schedules courses for academic terms.
- Evaluates and directs the work of assigned full- and part-time faculty.
- Coordinates and participates in student recruitment activities.
- Coordinates the program's accreditation functions to ensure compliance with all accreditation standards.
- Oversees curriculum development and revisions; oversees the submission of substantive change reports to accrediting agencies.
- Advises students.
- Addresses and resolves student appeals and complaints.
- Assists in coordinating course schedules.
- Prepares a variety of regular and special reports.
- Provides counseling to students, faculty and staff; responds to emergency and suicide situations.
- Completes professional development to maintain licensure and certification.
- Serves on college committees as assigned.
- Performs related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the field of counseling and addiction services.
- Knowledge of program accreditation requirements.
- Knowledge of program assessment and strategic planning strategies.
- Knowledge of college program requirements.
- Knowledge of classroom practices, teaching methodologies, assessment systems, and educational technology.
- Skill in the delivery crisis counseling services to students, faculty and staff.
- Skill to make timely decisions.
- Skill in the operation of computers and job related software programs.
- Skill in decision making and problem solving.
- Skill in interpersonal relations and in dealing with the public.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Dean assigns work in terms of program goals and objectives. The supervisor reviews work through conferences, reports, and observation of program activities.

GUIDELINES

Guidelines include college policies and procedures; University System of Georgia policies and procedures; SACS and other accreditation standards and requirements; faculty, staff and student handbooks; the Code of Ethics of the National Association of Social Workers; and relevant state and federal regulations. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management, counseling and instructional duties. The variety of tasks to be managed combined with the need to respond to unforeseen emergencies contributes to the complexity of the position.
- The purpose of this position is to instruct courses, provide counseling services, and manage the operations of the Human Services Technology program. Success in this position contributes to the successful education of students and to compliance with accreditation standards.

CONTACTS

- Contacts are typically with co-workers, other college personnel, faculty, staff, students, representatives of other colleges and universities, alumni, representatives of community services providers, representatives of the accrediting bodies, and members of the general public.
- Contacts are typically to give or exchange information, to resolve problems, to motivate or influence persons, or to justify, defend or settle matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking or stooping.
- The work is typically performed in an office or classroom.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Field Placement Coordinator (1).

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a master's degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.