**Position Title:** **CHAIR, TECHNIQUE DEPARTMENT**

**Department:** Academic Affairs

**Reports to:** Dean of Clinical Sciences

**Classification/ FLSA Status:** N/A (Exempt) (Faculty Position)

**Primary Function:** The chair of the technique department assists the dean of clinical sciences in providing ongoing assessment and management of the students' chiropractic technique learning experience with respect to the *Sherman System*, professional standards of care and national board examinations.

**Key Responsibilities:**

1. To serve as coordinator of the technique curriculum including technique curriculum review, development and assessment
2. Provide focus to the department and ensure progress is being made on projects
3. To teach courses within the technique department
4. To serve on the following committees: Curriculum Review
5. To coordinate the technique labs.
6. To schedule and conduct regular meetings for technique department faculty members to facilitate departmental interaction and communication
7. To prepare minutes of department meetings
8. To maximize the talents within the department and help connect those talents to the institution and students

9. To encourage and assist technique faculty members to develop professionally through development activities and scholarly production

10. To conduct periodic review of technique related equipment for repair or replacement

11. To write articles as needed related to the technique program and/or the Sherman System

12. To set and achieve annual departmental goals that will contribute to the attainment of college goals and objectives

13. To submit to the dean of clinical sciences and the associate vice president for academic affairs, semi-annual assessment reports on how his/her activities are meeting program goals and objectives

14. To prepare and submit, to the dean of clinical sciences, an annual budget for the completion of duties and departmental needs

15. To schedule and conduct faculty development programs in order to improve technique faculty knowledge and skills in teaching chiropractic technique in the classroom.

16. To conduct faculty development programs to foster an environment of interdepartmental curricular awareness and collaboration.

17. To participate in profession-wide technique discussion, conferences or events

18. To utilize outcomes information for the ongoing development of the effectiveness of the technique curriculum

19. To keep abreast of literature in the area of chiropractic technique and maintain a database of evidence regarding analysis and adjusting techniques taught and employed at Sherman College

20. Lend enthusiastic support to college policies and to fellow co-workers, particularly in the presence of students and support personnel.

21. Participate in the annual Lyceum program.

22. Commitment to the mission of Sherman College

23. To assume any other duties that may be assigned by the dean of clinical sciences, the associate vice president for academic affairs.

**Basic Knowledge and Skills:**

1. A desire to assist the college in achieving it mission, goals and objectives
2. A strong understanding of, and a desire and ability to incorporate the philosophy, science and art of chiropractic as taught at Sherman College, with clinical, primary care education standards
3. As strong understanding and of what makes Sherman System of Spinal Analysis unique and a vision to for its advancement
4. A passion for the provision of excellent instruction in the area of chiropractic technique
5. Excellent written and oral communication skills
6. Strong organizational and leadership skills
7. Doctor of Chiropractic degree
8. A current chiropractic license
9. Minimum three years chiropractic practice experience
10. Minimum three years teaching experience
11. Computer: MS Office proficient

**Physical demands and work environment:**

***Physical Demands:*** While performing the duties of this job, the employee is occasionally required to walk, stand/sit; use hands to finger, handle or feel objects or controls; reach with hands and arms; talk and hear. Specific vision abilities required by the job include close vision, distance vision and the ability to adjust focus.

***Work environment:*** While performing the duties of this job the employee works in a controlled work environment and the noise level in the work environment is usually minimal.

**General sign-off:** The employee is expected to adhere to all company policies and to act as a role model in the adherence to policies.

I have read and understand this explanation and job description:

Signature: _____ Date: _____