Position Title: **Chair of CBE Curriculum**

Department: CITL

Reports to: Senior Director of CITL

Classification/ FLSA Status: NA (Exempt) (Faculty position)

Primary Function: The chair of CBE curriculum works in coordination with the CBE Project Management Team, CITL and OAA to develop and implement a CBE curriculum. The chair also supervises and trains assigned faculty.

Key Responsibilities:

A. Chair of CBE Curriculum / Instruction

1. To serve as a faculty member attending to all expected duties as outlined in the faculty job description.
2. Lead the creation and implementation of CBE Curriculum, ensuring that it meets Sherman standards.
3. Work closely with faculty team, administrators, consultants and other stakeholders to continually improve and adapt the curriculum to meet the evolving needs of the college.
4. Manage large curriculum development projects, ensuring adherence to timelines and quality standards.
5. Ensure content is congruent with Sherman College expectations and meets all accreditation standards.
6. Manage faculty team as a player/coach, helping them grow and achieve stronger skills in distance education and CBE practices

B. Professional Development / Scholarship

1. To participate in activities that enhance individual, personal and professional growth in the area of competency-based education.

C. Service to the College and Community

1. To assume any other duties that may be assigned by the Senior Director of CITL and the Provost.

Basic Knowledge and Skills:

1. A strong understanding of, and a desire to incorporate, the philosophy, science and art of chiropractic with chiropractic entrepreneurship and clinical education standards

2. Doctor of Chiropractic degree
3. A current South Carolina chiropractic license

4. At least three years chiropractic practice experience

5. At least three years teaching experience

6. Strong organizational, communication and supervisory skills

7. Excellent written and oral communication skills

8. Computer skills: MS Office, Apple hardware and software

Physical Demands and Work Environment:

Physical Demands: While performing the duties of this job, the employee is occasionally required to sit; use hands to finger, handle or feel objects or controls; reach with hands and arms; talk and hear.

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.

Access to Protected Health Information (PHI) Related to the Group Health Benefit Plan:

The above responsibilities require that this position have access to PHI.

Training on what PHI is and how to handle it in a confidential manner is required.

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: _____