DRAFT Job Description:
Chair of Chairs, ILAT co-Chair

Request: **0.20 LED** (see calculations below)

Position

The Chair of Chairs at Cuyamaca Community College plays a pivotal leadership role, guiding department chairs while aligning their work with the college's mission, vision, and values. The Chairperson's duties involve planning and attending key meetings, such as Instructional Leadership Advisory Team (ILAT) and Council of Chairs (CoC), where they provide leadership and direction.

As Chairperson, they are expected to arrive prepared, start meetings promptly, and manage the flow of discussions. This includes confirming and following the meeting agenda, presenting and confirming the minutes from previous meetings, and ensuring that all voices are heard. The Chair of Chairs is also responsible for summarizing discussion outcomes, ensuring decisions are clearly understood, and following up on open topics.

In addition to these responsibilities, this position collaborates closely with the Vice President of Instruction to plan and prepare for meetings and workshops. They also work with the Chair of Chairs at Grossmont College to facilitate inter-district communication and lead cross-campus instructional discussions and initiatives. As a liaison between department chairs and administration, they address concerns, answer questions, and organize information for effective communication.

The role requires setting agendas, communicating with attendees, and conducting pre-meeting discussions for chairs' meetings. Overall, the position demands strong organizational, communication, and leadership skills to effectively coordinate departmental programs and support the college's commitment to student success.

On-boarding, Training, and Support

This would ideally include some sort of handbook, access to planning documents from prior Chair of Chairs, and (compensated) support over transitional summers from the VP of Instruction and the outgoing chair.

Qualifications

Current Department Chair

Duties and Responsibilities

- **Attend and participate** in ILAT and CoC meetings.
- **Collaborate with the ILAT co-chair** to prepare for meetings, including follow-up activities.
- **Set agendas and conduct pre-meeting discussions** for chairs' meetings.
- **Organize and lead ILAT workshops**, including preparation and activity planning.
- **Collaborate with the Chair of Chairs at Grossmont College** to communicate cross-campus issues and initiatives.
- **Communicate with department chairs**, addressing concerns, answering questions, and organizing information.

Meetings

- Instructional Leadership Advisory Team (ILAT)
  - Meetings and Workshops
  - Prep meetings
- Council of Chairs (CoC)
  - Meetings
  - Prep meetings
- Grossmont Chair of Chairs
- Visits to other committees, councils, or meetings as needed

LED Breakdown

duty	description	min hrs	max hrs	term frequency	min hrs/ term	max hrs/ term
ILAT Meetings	Attendance/participation at meetings	2	2	4	8	8
Chairs Meetings	Attendance/participation at meetings	1.5	2	4	6	8
ILAT Prep	1-2 hours meetings with co-chair plus preparation and follow up	5	7	4	20	28
Chairs Meeting Prep	Setting agenda, communicating meeting, pre-meeting discussions	4	5	4	16	20
ILAT workshop	3 hour meeting plus 1-2 hrs pre-meeting and preparation of activities	10	12	1	10	12
SEMc Meetings	Attendance/participation at meetings	1.5	2	4	6	8
SEMc Prep	1-2 hours meetings with co-chair plus preparation and follow up	5	7	4	20	28
Grossmont Chair of Chairs Collaboration	Meeting/collaboration with Chair of Chairs at Grossmont	2	4	2	4	8
Senate, other reports	For interfacing with Academic Senate and other campus governance bodies.	1	2	4	4	8
Communication	For hearing concerns and following up, answering questions, organizing information for the chairs	4	6	16	64	96
TOTAL estimated hours/semester (range)					158	224
Estimated hours per week (range)					9.88	14.00

LED (weekly hours divided by 40)	0.2469	0.3500

*Grossmont's position has a 0.30 LED but does significantly less running only one meeting