



**NORTH CAROLINA SCHOOL OF SCIENCE AND MATHEMATICS
CAREER OPPORTUNITY ANNOUNCEMENT**

CLASSIFICATION TITLE: Instructor

WORKING TITLE: Morganton Department Chair for Science (secondary, at-will administrative appointment)

DEPARTMENT: Science

POSITION LOCATION: Morganton, NC

POSITION TYPE: EHRA Faculty - 11 Month, FLSA Exempt, 1.0 FTE

HIRING SALARY RANGE: Salary Commensurate with Education and Experience

Minimum Education and Experience:

Master's degree in a related academic field. Teaching experience in a related field, preferably with high-achieving secondary students or with undergraduates; preparation for teaching a diverse student population as demonstrated by training and/or experience. Excellent organizational, communication, and interpersonal skills.

Desired experience: Experience with supervision or evaluation of teaching faculty. Experience with budgeting and spending. Experience in the use of educational technology to deliver online and/or residential courses.

Description of Duties:

Collaborate with leadership and faculty across NCSSM's two residential campuses and online program to develop and deliver an innovative, challenging academic curriculum, with a special focus on interdisciplinary courses and experiences. Provide effective leadership and supervision for an academic department at NCSSM Morganton, supervising approximately 8-15 faculty members. Develop and teach innovative and engaging courses in NCSSM's residential and online programs. Share responsibility for departmental budgeting and purchasing and otherwise lead and support day-to-day activities of the department. Promote and support the mission, initiatives, policies, and procedures of the School. This position may require regular travel between NCSSM's Durham and Morganton campuses.

Specific Duties:

Leadership

Work with the departmental Dean to set the tone for departmental and interdepartmental interactions. Foster a sense of common purpose and community. Chair department meetings and create meeting agendas. Cultivate leadership skills and opportunities for department members by funding and supporting professional development activities. Monitor internal and external trends in education. Advocate for the needs of the Disciplines/Department and the School.

Enrollment, Courses, and Programs

Determine students' placement and exemptions in appropriate areas of the curriculum. Provide to Dean draft schedules for disciplines and other curriculum areas, including course offerings, number of sections, class caps, teaching assignments, classrooms, and exams. Review requests for placement changes and administrative adjustments and send to Registrar as needed. Review and approve special study proposals. Talk with faculty about their new course ideas; keep faculty on track to submit new course proposals by published deadlines; vet those proposals and share with Dean. Serve as liaison among faculty, Summer Research and Innovation Program (SRIP) Director, and Summer Programs Coordinator to plan departmental summer programs for students and summer faculty workshops. Create, approve, and sign any needed hiring paperwork for these programs. Work with Academic Affairs and Associate Vice Chancellor to coordinate sponsors and funding for academic competitions and ensure that records of departmental accolades are maintained.

Personnel

Conduct faculty classroom observations and monitor and evaluate faculty and staff goals, work plans, self-appraisals, and improvement plans. Approve flex time, advance leave, work days, sick leave/parental leave, and departmental summer employment. Arrange class coverage when faculty are on leave. Oversee new faculty and staff onboarding through training, support, assigning mentors, and conducting faculty observations. Develop and coordinate professional development opportunities at the discipline and departmental levels and approve and support individual professional development opportunities. Develop and update job descriptions for departmental leadership positions. Meet with the leadership team and individual leaders on a regular basis. Serve as hiring manager for new departmental faculty and staff: write job descriptions and postings; recruit applicants; appoint interview team members; schedule interviews, including candidates' meetings with the Dean; forward interview team's recommendations to the Dean. Arrange for temporary hires as needed. Support nominations for NCSSM and external awards for faculty and staff, in collaboration with Dean and other chairs.

Budget and Purchasing

Assist Dean in setting annual budgets for State, Foundation, and other departmental accounts. Work with departmental Program Associate to monitor and manage departmental budgets and to share regular updates with Dean. Approve purchase requests as needed. Determine capital needs, plan for textbook purchases, and compile a prioritized list of departmental needs. Recommend funding needs and secure and allocate funding for curriculum development, special projects, summer programs. Review and approve professional development requests and allocate professional development funds (including travel) for faculty and staff. Review and approve competition funding (including travel) for faculty, staff, and students. Supervise upkeep, repair, and replacement of equipment (e.g., musical instruments, lab equipment, etc).

Administrative Coordination and Communication

Attend leadership meetings including Board of Trustees, Foundation Board of Directors, Instructional Council, departmental leadership team (chaired by Dean) and those pertaining to the duties of Counseling, Enrollment Services, Business Office, and Student Life. Attend ad hoc meetings to coordinate with Morganton and Durham campuses and online program, and UNC System schools. Serve on committees as assigned, including Hiring, Strategic Planning, Accreditation, and Calendar. Assist with the coordination and delivery of in-service events, including Family Day, admissions events, and professional development activities.

Coordinate with Distance Education and Extended Programs, Summer Programs, and Student Life for the use of classroom, lab and dorm spaces. Keep faculty in department/discipline informed about important school news, initiatives, deadlines, etc. Contribute to and deliver formal presentations, including presentations to the Board of Trustees, Foundation Board, and at Admissions Events (Open Houses, Discovery Days, Welcome Days, etc.). Attend school-related events and receptions. Promote Engagement and Outreach Activities specific to the department or disciplines. Set up meetings and create agendas for campus visitors. Address concerns of faculty, parents, and students, consulting with the Dean as needed. Address concerns of prospective and new students.

Instructional Duties

Teach classes in multiple modes of delivery (face-to-face, online, hybrid). General duties include those necessary to provide an engaging and productive learning environment, such as: develop and communicate to students clear course objectives and goals; plan and develop an instructional program that helps students assimilate specific course content and skills; regularly monitor and evaluate students' progress, providing students with resources and timely feedback on their performance; structure and manage an environment conducive to learning; hold regular tutorials and office hours; follow the School's philosophy, policies, and procedures. Lead and assist in the development of new courses. Write letters of recommendation for students.

Knowledge, Skills, and Abilities:

Knowledge of field and practice of the department or discipline. Ability to develop and deliver courses using effective and innovative practices in pedagogy, technology, and classroom management. Comfortable with technology used for hosting virtual meetings and classes. Excellent organizational, communication, and interpersonal skills, including the use of collaborative tools to create and manage documents, spreadsheets, and presentations.

Candidates must have expertise in any natural science discipline including, but not limited to, Biology, Chemistry, or Physics. Experience with experimental and/or computational scientific research and familiarity with scientific instrumentation are required. Commitment to a hands-on lab program, active learning, and authentic, scientific experiences for students is important. Candidate must be open to actively supporting the specialized needs of the different academic disciplines within the Department. Position reports to the Dean of Science.

About NCSSM

[North Carolina School of Science and Mathematics](#) (NCSSM) challenges academically talented students from across the state with a comprehensive curriculum including highly specialized courses in science, technology, engineering/computer science, and mathematics. NCSSM opened in 1980 as something of an academic experiment: Would something excellent happen if we gathered together a highly motivated and diverse student body with a critical mass of equally motivated, accomplished, credentialed, and diverse faculty within a space dedicated to the power of the scientific method? Four decades later, NCSSM has built a firmly rooted reputation as an academic powerhouse, educating intellectually gifted students from every corner of the state, representing rural and urban communities, and all socioeconomic and ethnic backgrounds. Eleven states and several countries worldwide have since used NCSSM as the model for their own programs.

Today, as in 1980, the mission of NCSSM, an intellectually stimulating, diverse, inclusive, and collaborative community, is to:

- educate and nurture academically talented students to become state, national, and global leaders,
- increase access to high quality public education in North Carolina, and
- cultivate engaged citizens who will work for the betterment of the world,

through challenging programs, with an emphasis on STEM, driven by the pursuit of excellence and innovation.

Altogether, nearly 1,500 North Carolina students from all 13 congressional districts and nearly all 100 counties are enrolled in one of our three signature programs: our residential diploma program, our online certificate program or our Open Enrollment interactive video conferencing program. Our Open Enrollment courses expand local offerings to include enrichments and advanced coursework otherwise unavailable in students' home communities. NCSSM instructors teach live to classrooms statewide daily, broadcasting more synchronous video than any other public provider in the state.

By 2022, NCSSM will expand to an additional campus in Morganton, NC. Funded by the Connect NC Bond, legislative appropriations, and private philanthropic gifts, the campus will initially accommodate 300 additional residential diploma program students as well as increased distance education enrollment.

NCSSM has more than 11,000 alumni, nearly all of whom attended colleges and universities (a great majority within our own top NC public universities) and nearly half of whom have earned a graduate degree. Between 2000-2014, the latest period for which statistics are available, 68 percent of NCSSM graduates earned undergraduate degrees in a STEM field -- approximately 3 times the national average for the general population. During that same period, 61.1 percent of NCSSM's underrepresented (URM) graduates earned an undergraduate degree in a STEM field -- more than 5 times the national average for URM populations. A 2009 economic impact study found that about 60% of our alumni continue to live and work in North Carolina, adding more than \$500 million annually to the state's economy. Many of our graduates, the oldest of whom are in their mid-50s, refer to their time at NCSSM as "life-changing" and continue to support their *alma mater* with charitable gifts, volunteerism, and other purposeful engagement.

Our school functions as a full constituent of the University of North Carolina System and is governed and supported by the UNC Board of Governors, NCSSM Board of Trustees, NCSSM Foundation, NCSSM Alumni Association, NCSSM Parent Association, NCSSM Faculty Senate, NCSSM Staff Senate, and NCSSM Student Government Association. Notably, a representative from each of our Faculty Senate, Staff Senate, and Student Government Association serve as ex-officio, non-voting members of our Board of Trustees.

NCSSM operates as a free public school open to qualified NC students, regardless of financial means. We generate more than 10 percent of our institutional budget from private sources, a ratio that will likely increase during our next comprehensive fundraising campaign.

Consistent with our founding and governance, the institution is guided by a standing [strategic plan](#). Though goals may shift from time to time, our core beliefs have remained fundamentally unchanged since our establishment:

- Our greatest resource is the capability and creative capacity of the human mind.
- Everyone is unique and has intrinsic value.
- Diversity and inclusion enrich and strengthen lives and communities.

- Embracing challenge inspires growth and the pursuit of excellence.
- Individuals are responsible for their choices and actions.
- With opportunity, support, and effort all people can realize their full potential.
- A nurturing community develops the well-being of the whole person.
- Service to others builds and strengthens our community.
- Environmental stewardship and resource sustainability are a shared responsibility.
- A passion for learning throughout life leads to success and fulfillment.
- Collaboration fosters learning, ignites innovation, and cultivates community.
- Adhering to high ethical standards is essential for a community to function and flourish.
- Access to high quality public education is essential to a free, democratic society.

NCSSM is an EEO/eVerify/VEVRAA Employer

Confidential review of applications will begin immediately and continue until the position is filled; parties who apply before or by July 19, 2021, will be given first consideration. Interested candidates should submit a resume and letter of interest.

For more information or to offer recommendations or nominations:

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