

Manatee Technical Institute Department Chair Expectations

1. Work with the appropriate administrator and the bookstore manager to identify and select appropriate books for your program area(s) that the bookstore will stock.
2. Work with the appropriate administrator and counselor to keep abreast of scheduling in your program area(s) to best serve students and ensure student success.
3. Take an active and proactive role with the MTI Marketing Department throughout the year to promote your program area(s).
4. Work with the Technology Committee and the appropriate administrator to secure state-of-the-art technical equipment for your program area(s).
5. Attend county-level ACT Department Chair meetings every other month to share information about MTI with secondary counterparts.
6. Submit monthly ACT Department Chair Reports to provide the district office with information and updates on the following: CTSO developments, budget information, recruitment efforts, program concerns, and information on ways MTI administrators and/or the district office can help improve the quality of your program area(s).
7. Disseminate information to other instructors.
8. Encourage instructors to submit work orders to keep their rooms and all equipment in working order.
9. Encourage instructors to have lesson plans on file to be used by a substitute in case the instructor is absent.
10. Encourage instructors to join their professional organization.
11. Encourage instructors to share student success and human-interest stories about MTI students with the Marketing Department.
12. Assume a leadership role to promote MTI.
13. Work with the appropriate administrator to insure that all class reports for your program area(s) are timely, accurate, and complete.
14. Submit, to the appropriate administrator, all requested information in a timely manner.
15. Encourage instructors in your program area(s) to serve on various MTI committees.
16. Praise and recognize MTI students within the school and the community every chance you get.
17. Encourage active involvement and participation of all instructors and students in your program area(s) with the appropriate CTSO (Skills USA, HOSA, and PBL).
18. Work with the appropriate administrator and MTI director to secure funding for your program area(s).
19. Hold regularly scheduled department meetings with all instructors within your program area(s). Submit minutes of these meetings to the appropriate administrator.
20. Lead by example with a positive attitude.