



## JOB DESCRIPTION

<b>JOB TITLE:</b> Vice President of Instruction	<b>FLSA:</b> Exempt
<b>Department</b> Instruction	<b>Date:</b> 5/19/2015
<b>Security Sensitive:</b> Yes	<b>Grade:</b> E-83
<b>Reports To:</b> President	

### **Job Summary**

The Vice President of Instruction is the chief instructional officer of the College. The Vice President of Instruction reports directly to the President and has overall responsibility for providing college-wide leadership, supervision, guidance, and direction for all educational programs, faculty and staff, instructional policies and procedures, and for the management and supervision of university parallel, occupational (vocational/technical), adult, continuing education, and workforce education programs. In addition, the Vice President of Instruction is responsible for providing leadership and supervision for academic support services, including tutoring, testing and assessment, and library services.

### **Essential Functions**

- Provides leadership for ensuring that the College designs, develops and delivers a comprehensive array of instructional programs and services which fulfill the institutional mission in such areas as developmental education, general education, transfer education, vocational and technical training, workforce development, economic development, continuing education, and community service;
- Plans, designs, develops and delivers district-wide education programs and services that implement the goals of the College;
- Provides leadership for evaluating and ensuring quality in all aspects of the College's instructional and educational programs, and staff; provides leadership and direction for engaging faculty and staff participation in support of district-wide educational priorities, e.g., program development, program review, curriculum and articulation initiatives, assessment of student learning outcomes and learning college initiatives;
- Recommends, develops and implements instructional policies, procedures and practices which foster and promote student learning throughout the organization; recommends organizational structures, personnel and resources to ensure a student-centered, learner-centered environment at all levels;
- Represents the College to various external entities and with outside agencies in matters relating to the College's instructional programs;
- Develops, fosters and promotes new opportunities for educational partnerships with public and private sector entities;
- Provides leadership for establishing multi-year tactical and annual operational goals designed to implement the strategic goals of the College; assumes responsibility for other College affairs and matters at the discretion of the College President;

- Formulates and recommends policy on matters relating to the development and expansion of the instructional programs and of the instructional services of the College and of staff functions related thereto;
- Maintains continuous evaluation of the viability and economic feasibility of curricula to ensure that only those sustainable programs with appropriate priority in terms of need and demand are continued;
- Supports College activities and special events through attendance and/or participation;
- Communicates an accurate image of the College to the public. Is a positive and active representative of the College. Is available to address impromptu situations involving the College during non-traditional work hours;
- Participates in and supervises the preparation and recommendation of detailed budgets, with cost estimates, for functions supervised. Establishes and maintains budgetary control of functions supervised;
- Represents the College to SACS by serving as the accreditation liaison and ensures the college remains complaint with all related polices and standards;
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees;
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;
- Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement;
- Performs all other duties necessary to accomplish the educational objectives of the College and/or as assigned by the President.

### **Minimum Education, Skills and Abilities**

- Doctoral degree in higher education/leadership, teaching discipline, or a closely related field and a combination of prior teaching and administrative experience;
- Increasingly responsible management and supervisory experience in one or more areas of instructional management, or an equivalent combination of education and experience;
- Demonstrated understanding of, and a commitment to, the community college mission and purpose, teaching and learning, and student success;
- Knowledge of instructional program development;
- Knowledge of strategic planning and implementation;
- Knowledge of accreditation requirements and processes;
- Knowledge of evaluation techniques and methods;
- Skill in supervisory practices and techniques;
- Skill in identifying problems, analyzing data and making recommendations;
- Skill in acquiring, allocating and managing resources;
- Skill in developing strategic instructional goals and objectives;
- Skill in mediating disputes between staff, staff and student, staff and parents and community representatives;
- Skill in establishing and maintaining collaborative working relationships with all segments of the College;
- Ability to communicate effectively; skill in presenting ideas and concepts orally and in writing;
- Ability to develop collaboration among diverse groups;
- Ability to be creative, innovative and willing to take risks to accomplish the goals of the institution;

- Knowledge and skill in the use of integrated software systems and proficient in the use of Microsoft Windows application software;
- Strong written, oral and interpersonal communication skills;
- Ability to work effectively with ethnic, cultural, and socially diverse student populations.

**Preferred Education, Skills and Abilities**

- Doctoral degree in higher education/leadership, teaching discipline, or a closely related field;
- Seven years increasingly responsible management and supervisory experience in one or more areas of instructional management or an equivalent combination of education and experience with three years of experience at the Dean’s level (or equivalent) or higher;
- Experience in curriculum development and new program development; skill in developing curriculum and educational programs, both academic and technical educational programs;
- Demonstrated understanding of and experience with the assessment of student learning outcomes;
- Experience with strategic planning and implementation, resource development and allocation, personnel and faculty development, management, and initiation of change;
- Knowledge and experience with SACS accreditation requirements and processes;
- Knowledge and experience with Texas Higher Education Coordinating Board rules and guidelines;
- Skill and experience in establishing and maintaining collaborative working relationships with all segments of the College.

**Work Environment**

- This position is primarily sedentary, working at a desk or in attending meetings. No exposure to work hazards.

**Special Requirements**

- Ability to meet a flexible work schedule including evenings and weekends.
- Subject to a criminal background check prior to employment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied?\_\_\_\_\_

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Signature

\_\_\_\_\_  
Date