

Vice President of Instruction

FLSA Status: Exempt

Pay Grade: 99

Job Title ID: 221012

Job Series/Job Family: Administrator Series / Administrator Family

Reports To

Provost/Executive Vice President

Job Purpose

Responsible for leadership and supervision of all credit and non-credit instructional deans, continuing education, adult education, and international programs. Ensures college compliance with SACS, THECB, and all other regulatory agencies. Participates in development of Master Plan initiatives and evaluation of programs and services. Provides leadership in responding to local workforce education needs and for developing and maintaining relationships with the business sectors of the College Service Area. Fosters one-college and Servant-Leadership concepts and works in concert with the college administrators in college-wide master planning, coordination, and integration of curriculum.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Provides leadership and oversight of all college credit and non-credit courses and programs, supervising and providing leadership to the instructional deans.
2. Provides leadership and oversight of all continuing education/customized training courses and programs, supervising and providing leadership to the Executive Dean of Continuing Education.
3. Provides leadership and oversight of all adult education courses and programs, supervising and providing leadership to the Executive Director, Adult Education.
4. Provides leadership in curriculum planning, program development and implementation, and program review in all instructional areas.
5. Analyzes program data and makes recommendations regarding course and program additions/deletions and consolidation, in consultation with instructional deans.
6. Responsible for developing and maintaining positive relationships with external business and appropriate community organizations. Serves as institutional liaison to external business and appropriate community organizations.
7. Provides leadership in master planning, budget development, monitoring budgets and the creation and assessment of institutional effectiveness measures in all instructional program areas.
8. Provides leadership in developing, reviewing and maintaining transfer-articulation agreements, and serves as contact person with other colleges regarding transfer matters.
9. Reviews and proposes needed revisions to the college catalog, academic policies, administrative rules and other instructionally related materials.
10. Helps identify and secure appropriate institutional resources to support professional development of faculty and staff.
11. Supervises assigned staff, with the responsibilities of hiring, training, and evaluating these individuals.
12. Serves as the institution's liaison to the Texas Higher Education Coordinating Board on instructional programs.
13. Recommends staffing table faculty appointments to the President.
14. Ensures consistency in the delivery of programs and services in all assigned areas, across the district.
15. Implements college policies, administrative rules and procedures.

16. Serves on college shared governance structures and performs other related duties as assigned.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Effective management and leadership models and techniques, including Servant-Leadership Principles.
- Demonstrated expertise in project planning, development and implementation.
- Presenting information and summary reports internally and to the public.
- Understanding of the community college philosophy and mission.
- Handling the demands and requirements of senior-level management in higher education.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining confidentiality of work related information and materials.
- Working in a collaborative manner with diverse constituencies.
- Working effectively with a diverse and multi-cultural student body and staff.
- Excellent communication, written and verbal, and interpersonal skills.
- Providing leadership all levels of the College.
- Planning, prioritizing, and problem-solving.
- Handling multiple projects and meetings deadlines.
- Planning and managing budgets and manpower needs.

Computer Skills

Required

- Demonstrated proficiency using standard office software applications.

Physical Requirements

Required

- Work is routinely performed in an office environment
- Occasional lifting of objects up to 10 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling

Work Experience

Required

- Five years related work experience to include senior-level management in a higher education environment.

Education

Required

- Master's degree in a related field.

Safety

Required

- Provide resources for safe operation of units. Create and support workplace safety.