

## Supervisor, Instructional Support Services

**FLSA Status:** Exempt

**Pay Grade:** 17

**Job Title ID:** 231000

**Job Series/Job Family:** Academic Program Support Series / Instructional Support Services Family

### Reports To

Vice President of Instruction

### Job Purpose

To coordinate and supervise the curriculum service process including schedule preparation, development of catalog course descriptions, and award plan production. Supervises all state and national program training activities. Supports College efforts in College Connection Program statewide expansion with Texas Colleges as well as regional training programs and national program training initiatives.

### Description of Duties and Tasks

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

#### **Required**

1. Hires, supervises, trains, and evaluates curriculum services staff; oversees and supervises staff workflow and ensures compliance with policies, procedures, and guidelines.
2. Determines need for reports and directs ad hoc, special, and standard reports for College staff and administration in relation to schedule and catalog information.
3. Creates the curriculum development timeline and generates the files for production of the College schedule, catalog course descriptions, and award plans.
4. Monitors courses for expiring approvals; advises staff to implement required course changes in compliance with Texas Higher Education Coordinating Board guidelines.
5. Creates new College Connection activity grids, agendas, listservs, and data tracking records for participating districts and area high schools.
6. Supervises and submits new Academic and Workforce program applications and changes/revisions to programs to the Texas Higher Education Coordinating Board.
7. Serves as primary coordinator for all College Connection state and national training initiatives; primary liaison for training administrators with state and national college partners.
8. Supervises staff assignments and timelines for production of state and national special projects training media.
9. Supervises and ensures complete quality control for all state and national program training media.
10. Supervises staff and intra- and interdepartmental processes resulting in accurate, timely, finished training materials.
11. Ensures required reporting is correct and timely; supervises research for error reports.

### 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**

- Statewide and national College Connection Program and college readiness and transition initiatives.
- Statewide Texas Higher Education Coordinating Board (THECB) P-16 initiatives.
- Curriculum services.
- Course schedules, catalog course descriptions, and award plans.

- Texas Higher Education Coordinating Board rules and standards.
- Processes for monitoring courses for expiring approvals.
- Academic and Workforce program applications.
- Reports used in relation to schedule and course information.
- Supervisory principles, practices, and methods.

### **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***

- Directing development of presentation and training materials.
- Directing development of applications to support state/national training initiatives.
- Working independently with minimal supervisory oversight.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Overseeing and monitoring curriculum services activities and processes.
- Developing course schedules, catalog course descriptions, and award plans.
- Recommending corrections and changes to course information.
- Complying with Texas Higher Education Coordinating Board rules and standards.
- Supervising and coordinating the activities of subordinate personnel.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

### **Computer Skills**

#### ***Required***

- Demonstrated proficiency using standard office software applications.

### **Physical Requirements**

#### ***Required***

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

### **Work Experience**

#### ***Required***

- Three years related work experience in curriculum services or coordinating complex training projects and initiatives, including one year supervisory experience.

### **Education**

#### ***Required***

- Bachelor's degree in a related field.

#### ***Preferred***

- Master's or PhD in related field.

### **Other**

#### ***Preferred***

- Knowledge of Texas Higher Education Coordinating Board policy of program implementation and revision; applied web page and interactive calendar experience; knowledge of publications production schedule for

College schedules and catalog.

**Safety**

***Required***

- Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.