

## ASSOCIATE VICE PRESIDENT OF INSTRUCTION

### Job Description

**CATEGORY:** ADMINISTRATIVE AND PROFESSIONAL  
**POSITION STATUS:** FULL-TIME  
**FLSA STATUS:** EXEMPT  
**SALARY CODE:** 12

The incumbent in this job is expected to assist the College in achieving its vision and mission of student success and service to the community. A commitment to excellence, service, and a willingness to assist as needed are expectations for all employees.

#### JOB SUMMARY

Provides leadership and management in support of the Office of the Vice President of Instruction and Student Services as related to the planning, development, implementation and evaluation of credit and non-credit programs, student learning outcomes, faculty development and other related activities within the academic and instructional areas of the College.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists the Vice President of Instruction and Student Services with planning, administering, managing, and evaluating the teaching and learning functional units of the College.
- Assists the Vice President of Instruction and Student Services with the development and implementation of an Academic Master Plan for the academic programming and instructional areas of the College.
- Provides support in the areas of curriculum development and review, new program development, the assessment of student learning outcomes, the Quality Improvement Plan, faculty development, and supplemental instruction.
- Collaborates with the College's Deans and Department Chairs to assure compliance with State program guidelines and accrediting agency requirements at the program and regional levels.
- Works closely with the Vice President of Instruction and Student Services to provide leadership and support for faculty and academic directors in the career and technical education area.
- Participates in the development and implementation of College policies, procedures and guidelines pertaining to instruction.
- Coordinates, collaborates and communicates with the College's Divisions in regard to resources planning and development.
- Serves as a liaison or representative on instruction-related committees on behalf of the Vice President, as needed.
- Assists in the preparation of reports relating to student outcomes and student progression.
- Assists in the preparation of the College's class schedule.
- Develops and implements new programs and services, in collaboration with the Vice President of Instruction and Student Services, to guide and monitor efforts toward the improvement of student outcomes.
- Assists with the process for systematic review and evaluation of the associate vice president of instruction functional area per the model adopted by the College, including the development and

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monitoring of outcomes and plans of action for improvement based on the assessment of those outcomes and plans.

- Works with faculty and staff to resolve student issues related to instructional and academic issues and complaints in compliance with College policies and procedures, under the direction of the Vice President.
- Attends the workplace regularly, reports to work punctually and follows a work schedule to keep up with the demands of the worksite.
- Completes duties and responsibilities in compliance with college standards, policies and guidelines.
- Uses interpersonal skills and makes sound judgments to decide how duties and responsibilities are completed between coworkers, the supervisory chain, faculty, staff, students, and customers.
- Completes all required training and professional development sessions sponsored by the Texas Southmost College (TSC).
- Supports the values and institutional goals as defined in the College's Strategic Plan.
- Working hours may include evenings, holidays or weekends depending on deadline requirements and special events.
- Performs other duties as assigned.

#### **REQUIRED KNOWLEDGE AND SKILLS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- A strong commitment to the mission of the community college.
- Demonstrated knowledge of the academic and instructional functions and the administration of such functions.
- Demonstrated knowledge of principles and processes relating to student needs assessment, establishing and evaluating quality standards and metrics for student learning outcomes, and the development and implementation of an Academic Master Plan.
- Ability to effectively supervise and motivate personnel.
- Ability to embrace a culture of inquiry, evidence and innovation.
- Demonstrated knowledge of the planning, implementation and monitoring of budgets in an educational environment.
- Demonstrated knowledge of the rules, regulations and principles of the THECB and the Southern Association of Colleges and Schools Commission on Colleges, as well as other state and federal laws and regulations regarding curriculum development; academic, career and technical programs; developmental education; student learning outcomes; and assessment of student learning outcomes.
- Demonstrated excellent supervisory, administrative, communication, interpersonal and leadership skills.
- Ability to establish and maintain positive and effective working relationships with students, college employees and the public.

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- Demonstrated organizational skills in handling and directing multiple and complex assignments and projects.
- Skill in working effectively in a team environment with a customer service focus.
- Proficient in the use of e-mail, word processing, spreadsheet, database, and presentation software and use of the Internet to access data, maintain records, generate reports, and communicate with others.
- Ability to communicate effectively, both orally and in writing; define problems, collect data, establish facts, and draw valid conclusions; and effectively present information to top management, public groups, and/or boards of directors.
- High level of energy and good sense of humor with the capacity for extraordinary time and effort demands.

**REQUIRED EDUCATION AND EXPERIENCE**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education and experience ability required.

- Master's degree from an accredited college or university.
- Minimum of four (4) years as an academic administrator at a comprehensive community college or university, at the department chair level or above.
- Demonstrated experience in curriculum development and review and program development and implementation, student needs assessment, establishing and evaluating quality standards and metrics for student learning outcomes, and the development and implementation of an Academic Master Plan.
- Demonstrated experience working with and in-depth knowledge of the rules, regulations and principles of the THECB and the Southern Association of Colleges and Schools Commission on Colleges.
- Demonstrated experience in organizing, conceptualizing, and prioritizing objectives and managing a high volume workflow office.

**PREFERRED EDUCATION AND EXPERIENCE**

- Doctoral degree from an accredited college or university.
- Administrative experience at a Dean's level, or above.
- Experience as an academic administrator in a community college setting.

**CERTIFICATES AND LICENSURES**

- None required.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made

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to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand. The employee is occasionally required to walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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Notes:

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Are you able to perform these essential job functions with or without reasonable accommodation?

- Yes
- With Accommodations

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HR Representative: \_\_\_\_\_ Date: \_\_\_\_\_

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**Posting Specific Questions**

Required fields are indicated with an asterisk (\*).

1. \*How did you hear about this employment opportunity?
  - TSC Website
  - HigherEdJobs
  - Indeed
  - LinkedIn
  - Specialty Job Board
  - Facebook
  - Work-In-Texas/ Texas Workforce Commission
  - Job Fair
  - Personal Referral
2. \*Do you have a master's degree from a regionally accredited college or university?
  - Yes
  - No
3. \*Do you have a minimum of four (4) years as an academic administrator at a comprehensive community college or university, at the department chair level or above?
  - Yes
  - No
4. \*Do you have demonstrated experience in curriculum development and review and program development and implementation, student needs assessment, establishing and evaluating quality standards and metrics for student learning outcomes, and the development and implementation of an Academic Master Plan?
  - Yes
  - No
5. \*Do you have demonstrated experience working with and in-depth knowledge of the rules, regulations and principles of the THECB and the Southern Association of Colleges and Schools Commission on Colleges?
  - Yes
  - No
6. \*Do you have demonstrated experience in organizing, conceptualizing, and prioritizing objectives and managing a high volume workflow office?
  - Yes
  - No
7. Do you have a doctoral degree from an accredited college or university?
  - Yes
  - No

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8. Do you have administrative experience at a Dean's level, or above?
  - Yes
  - No
9. Do you have experience as an academic administrator in a community college setting?
  - Yes
  - No