

ASSOCIATE VICE PRESIDENT OF INSTRUCTION – WORKFORCE DEVELOPMENT
Job Description

CATEGORY: ADMINISTRATIVE AND PROFESSIONAL
POSITION STATUS: FULL-TIME
FLSA STATUS: EXEMPT
SALARY CODE: 12
REPORT TO: VICE PRESIDENT OF INSTRUCTION
REVIEWED DATE: MAY 08, 2019

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

The Associate Vice President of Instruction - Workforce Development provides leadership in the planning, organization, administration, continuous review, evaluation, development, coordination, and implementation for workforce programs and initiatives through credit instruction, continuing education, and customized training at the College. The position is also responsible for providing vision for program development and entrepreneurial growth which leads to revenue generation and a positive return on investment in the areas of continuing education and customized training.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- In collaboration with the Vice President of Instruction, develop and implement a **strategic plan** for workforce education and training that drives performance.
- Manage, coordinate, and provide leadership for the **growth of workforce development programs**, course offerings, and initiatives to assure the viability and legality of programs, improve processes, maintain established academic standards, maximize opportunities for students, and facilitate economic development in the communities served by TSC.
- Identify **current demand** for occupations within TSC’s business sectors through analysis of labor market information, needs analysis with business, and other economic development organizations. Educate TSC faculty and staff on high wage, high demand occupations on on-going basis.
- Build and foster **strategic partnerships** with the business community, Texas Workforce Commission, and other local, state and federal organizations related to workforce training to enhance the College’s abilities to meet customer needs and improve workforce students’ experiences.
- Promote and facilitate the awarding of appropriate **third-party accreditations** and embedding of **industry certifications** into programs.
- Promote and direct the **prior learning assessment** process.
- Direct and manage Workforce Investment Opportunities Act (**WIOA**) college program eligibility and participation as well as compliance as a training provider, including submission of documents through the Electronic Training Provider System (ETPS).

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- Serve as the administrator for **external grants** related primarily to workforce programs and training, including Carl Perkins funding and Texas Workforce Commission (TWC) training grants (e.g., Skills Development Fund, Self-Sufficiency Fund). Coordinate application for funding, reporting requirements, program audits and fund analyses. Provide program and fiscal oversight and implementation.
- Promote growth of the College’s innovative workforce programs, including cultivating **donations** of expertise, cash and equipment to the College.
- In collaboration with the Vice President of Instruction, develop traditional and non-traditional **career pathways** that reflect the local workforce and align educational pathways with each step of the career progression.
- Develop plan for **recruiting and retaining qualified workforce faculty**.
- Serve as administrator responsible for ensuring compliance with local, state, and federal policies related to Career and Technical Education. Collaborate with the College’s Deans and Department Chairs to assure **compliance** with State program guidelines and accrediting agency requirements at the program level.
- Coordinate with faculty and College administration to conduct institutional research and **evaluate student and program outcomes** in workforce/Career and Technical Education areas.
- Propose, administer, and monitor operational and workforce grant **budgets**; monitor and control expenditures.
- Responsible for the design, execution and effectiveness of a system of **internal controls** which provides reasonable assurance that operations are effective and efficient, assets are safeguarded, financial information is reliable and compliant with applicable law, regulation, policies and procedures.
- Supervise the **performance** of assigned staff, conduct performance evaluations as required, and provide for their continued professional growth and development.
- Perform 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 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; career and technical programs; student learning outcomes; and assessment of student learning outcomes.

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- Demonstrated excellent supervisory, administrative, communication, interpersonal and leadership skills.
- 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.
- Excellent problem-solving skills with the ability to apply those skills innovatively and creatively across a broad spectrum of issues and to develop new structures and procedures as needed.
- 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 effectively supervise and motivate personnel.
- Ability to embrace a culture of inquiry, evidence and innovation.
- Ability to establish and maintain positive and effective working relationships with students, college employees and the public.
- 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.

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 instructional administrator at a comprehensive community college or university, at the department chair level or above.
- Minimum of two (2) years progressive continuing education and/or customized training instructional and/or administrative experience.
- Demonstrated experience in workforce program development, implementation, and review as well as establishing and evaluating quality standards and metrics for student learning outcomes.
- 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.

PREFERRED EDUCATION AND EXPERIENCE

- Doctoral degree from an accredited college or university.
- Administrative experience at a Dean's level, or above.
- Administrative experience in a community college setting.
- Demonstrated success in writing and/or managing grants.

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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 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 and fingers to handle 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.

Disclaimer:

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: _____

Direct Supervisor: _____ 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 an accredited college or university?
 - Yes
 - No
3. *Do you have a minimum of four (4) years as an instructional administrator at a comprehensive community college or university, at the department chair level or above?
 - Yes
 - No
4. *Do you have a minimum of two (2) years progressive continuing education and/or customized training instructional and/or administrative experience?
 - Yes
 - No
5. *Do you have demonstrated experience in workforce program development, implementation, and review as well as establishing and evaluating quality standards and metrics for student learning outcomes?
 - Yes
 - No
6. *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
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 administrative experience in a community college setting?
 - Yes
 - No
10. Do you have demonstrated success in writing and/or managing grants?
 - Yes
 - No