

## VICE PRESIDENT OF INSTRUCTION

### Job Description

**CATEGORY:** ADMINISTRATIVE AND PROFESSIONAL  
**POSITION STATUS:** FULL-TIME  
**FLSA STATUS:** EXEMPT  
**SALARY CODE:** 11

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

This position serves as the Chief Academic Officer of the College and provides leadership and management for 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

- Provides leadership for the planning, development, implementation and evaluation of the functions relating to teaching and learning, developmental education, and instructional support for optimal efficiency and effectiveness.
- Provides leadership for the planning, development, implementation and evaluation of academic and workforce programs through credit, continuing education and corporate college initiatives.
- Provides leadership in the development, implementation and evaluation of College policies, procedures and guidelines pertaining to instruction.
- Leads and directs the development and implementation of an Academic Master Plan for the academic programming and instructional areas of the College.
- Leads and directs college-wide processes for curriculum development and review; new program development, including feasibility studies to assess program need and market demand; the assessment of student learning outcomes; the Quality Enhancement Plan; faculty development; and supplemental instruction.
- Provides leadership and support for faculty and academic directors in the career and technical education area.
- Prepares, recommends, and implements budgets for assigned areas, monitors expenditures, assures that human and financial resources are allocated efficiently and effectively, and takes necessary actions to ensure compliance with budget limitations and established fiscal policies.
- Serves as a liaison with the Texas Higher Education Coordinating Board on the development and approval of new programs and assures compliance with all applicable laws, rules, regulations and restrictions related to instructional programs, services and activities.
- Provides leadership to assure compliance with all accrediting agency requirements at the program and regional levels related to student services and instructional programs, services and activities.

## **VICE PRESIDENT OF INSTRUCTION**

### **Job Description**

- Participates in community and organizational activities/events and represents the College on behalf of the President, as needed.
- Develops and implements new programs and services to guide and monitor efforts toward the improvement of student outcomes and ensures that the preparation of reports relating to student outcomes and student progression are developed, implemented, evaluated, and appropriately disseminated for all functional units within the instructional area.
- Oversees the preparation of the College's class schedule and academic calendar.
- Ensures that the process for systematic review and evaluation is completed as per the model adopted by the College, which includes the development and monitoring of outcomes and plans of action for improvement based on the assessment of those outcomes for the office of the vice president of instruction and all other supervised functional areas.
- Works with faculty and staff to resolve student issues related to instructional and academic issues and complaints in compliance with College policies and procedures.
- 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 and passion for the mission of the community college.
- Demonstrated knowledge of the academic and instructional support services functions and the administration of such functions.
- Demonstrated knowledge of the principles and processes relating to student needs assessment, the establishment and evaluation of 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.

## **VICE PRESIDENT OF INSTRUCTION**

### **Job Description**

- 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; assessment of student learning outcomes; and student services.
- Demonstrated excellent supervisory, administrative, communication, interpersonal, and leadership skills to interact with individuals from diverse socio-economic backgrounds.
- Ability to establish and maintain positive and effective working relationships with students, college employees and the public.
- 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.
- 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 the board of trustees.
- 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.
- 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 required.

- Doctoral degree from a regionally accredited college or university.
- Minimum of five (5) years of experience as a college-level instructor.
- Minimum of five (5) years of experience as an instructional administrator at a comprehensive community college or university, at the department chair level or above.
- Demonstrated experience in curriculum development and review, program development and implementation, student needs assessment, establishment and evaluation of quality standards and metrics for student learning outcomes.
- Demonstrated experience working with and in-depth knowledge of the rules, regulations and principles of the Texas Higher Education Coordinating Board and the Southern Association of Colleges and Schools Commission on Colleges.
- Demonstrated experience in fostering excellence in the teaching and learning process.
- Demonstrated successful experience in building industry partnerships to deploy workforce programs.
- Demonstrated success in innovating within the higher education landscape at the local, regional and national levels.

### **PREFERRED EDUCATION AND EXPERIENCE**

## **VICE PRESIDENT OF INSTRUCTION**

### **Job Description**

- Experience as an academic administrator in a community college setting.
- Administrative experience at a Dean's level, or above.
- Experience leading complex changes within higher education.

#### **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 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.

**VICE PRESIDENT OF INSTRUCTION**  
**Job Description**

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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: \_\_\_\_\_

**VICE PRESIDENT OF INSTRUCTION**  
**Job Description**

**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 doctoral degree from a regionally accredited college or university?
  - Yes
  - No
3. \*Do you have a minimum of five (5) years of experience as a college-level instructor?
  - Yes
  - No
4. \*Do you have a minimum of five (5) years of experience as an instructional administrator at a comprehensive community college or university, at the department chair level or above?
  - Yes
  - No
5. \*Do you have demonstrated experience in curriculum development and review, program development and implementation, student needs assessment, establishment and evaluation of 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 Texas Higher Education Coordinating Board and the Southern Association of Colleges and Schools Commission on Colleges?
  - Yes
  - No
7. \*Do you have demonstrated experience in fostering excellence in the teaching and learning process?
  - Yes
  - No
8. \*Do you have demonstrated experience in building industry partnerships that resulted in deployment of workforce programs?
  - Yes
  - No

**VICE PRESIDENT OF INSTRUCTION**  
**Job Description**

9. \*Do you have demonstrated success in innovating within the higher education landscape at the local, regional and national levels?
- Yes
  - No
10. Do you have experience as an instructional administrator in a community college setting?
- Yes
  - No
11. Do you have administrative experience at a Dean's level, or above?
- Yes
  - No
12. Do you have experience leading complex changes within higher education?
- Yes
  - No