



POSITION DESCRIPTION

TITLE: Associate Vice President, Instruction and Student Success
CATEGORY: Administrative
FLSA STATUS: Exempt
GRADE: F

JOB SUMMARY: Assist the Vice President of Instruction and Workforce Education with management and leadership aspects of designated areas within the Instruction and Workforce Education Division of the College. Responsible for planning, management and evaluation of Instructional Programs and Student Success initiatives in support of the accomplishment of the District's Mission, Vision, Core Values and the continuation of the District's accreditation status.

In-person work on campus is an essential function of this position.

ESSENTIAL FUNCTIONS:	YEARLY PERCENT OF TIME
1. Responsible for the administration and oversight of the following departments: Curriculum & Instructional Development, Distance Learning Support Services, Library Technical Services, Student Success, and District-wide Counselors and Librarians.	20%
2. Responsible for secondary and postsecondary articulation initiatives and emerging programs. Manage selected programs such as the Start-Right Initiative, Early Alert and Case Management Program; work collaboratively with committees; liaison to community entities and workgroups as directed by the Vice President of Instruction and Workforce Education.	20%
3. Provide leadership for the College's Instructional research agenda, general education student learning outcomes, and identification of new program proposals.	10%
4. Supervise a broad range of activities to meet student needs in support of the Colleges' mission to include conducting investigations, assess findings and render decisions pertaining to academic dishonesty and grade appeal; facilitate resolutions for students, faculty and staff issues.	10%
5. Manage selected externally funded programs. Identify external resources to support instructional related issues and the writing of proposals to secure funding; coordinate contract training and consulting services with local businesses, industry and government.	10%
6. Oversee the progress of the Instructional Division's task forces.	5%
7. Develop, implement, monitor and evaluate internal and District procedures related to assigned department(s); ensure District policies and procedures and other applicable laws and regulations are used to guide the operation activities of the department(s).	5%

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| 8. Assess short and long-term departmental or district needs; develop strategies and make recommendations regarding allocation of resources and overall operations management for areas under the responsibility of the Associate Vice President. | 5% |
| 9. Develop, monitor and manage assigned budgets. | 5% |
| 10. Responsible for personnel management activities of assigned staff; including recommendation for employment, promotion, supervision, performance evaluation and guidance and support concerning professional development. | 5% |
| 11. Perform other duties as assigned. | 5% |

SUPERVISORY RESPONSIBILITIES: Direct supervision of assigned administrators and staff.

BUDGET RESPONSIBILITIES: Assigned budgets.

ESSENTIAL QUALIFICATIONS:

EDUCATION: Master's Degree.

EXPERIENCE: Seven (7) years of increasingly responsible administrative experience, including managerial and supervisory experience in an academic setting.

SPECIAL CONDITIONS:

1. This is a security-sensitive position as defined under the Texas Education Code, Section 51.215; the successful applicant will be required to undergo a criminal background check, as permitted and/or required by applicable law, and in accordance with the College's policies and procedures.

SPECIAL SKILLS AND ABILITIES:

1. Skills/Abilities:

- Comprehensive knowledge of community college administration;
- Knowledge of Texas and Federal laws and regulations related to education in general and community colleges specifically;
- Ability to use logic, experience and knowledge to evaluate information and problem situations;
- Experience evaluating instructional effectiveness against measurable performance indicators;
- Remain current with educational trends, issues and challenges for community colleges;
- Excellent communication, written and verbal, and interpersonal skills;
- Providing leadership at all levels of the College;
- Experience making public presentations;
- Ability to develop and execute budgets;
- Experience supervising & managing personnel.

2. Equipment Used: Personal computer and other equipment associated with a general office environment (copier, telephone, fax, etc.)

3. Software Used: A variety of word-processing, spreadsheet, database, e-mail, and presentation software.

PHYSICAL REQUIREMENTS:

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.

While performing the duties of this job, the employee is regularly required to use hands to handle or feel; and talk or hear. The employee is frequently required to walk and sit. The employee is occasionally required to stand, reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift or move up to 10 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.

INTERPERSONAL SKILLS:

Alternative or combined skills in understanding, negotiating, selecting, developing, and motivating people are important to the highest degree due to constant interaction with other people, at any level within the organization or the community, position's accountability for the development, motivation, assessment, and reward of employees, and to deal with irrational situations where the outcome is unpredictable.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

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PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands and work environment factors described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk			X	
Sit			X	
Use hands to finger, handle or feel				X
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk			X	
Hear			X	
Taste		X		
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions(non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold(non-weather)	X			
Extreme hot (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements	X
Close vision (clear vision at 20 inches or less)	X
Distance vision (Clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employee may be directed to perform job-related tasks other than those specifically present in this description.

I certify that I have received a copy of this job description. I have read and understand the duties and responsibilities of this position.

X _____
Employee Signature *Date*