

ASSOCIATE VICE PRESIDENT OF INSTRUCTION - ACADEMIC SUCCESS

Job Description

CATEGORY: ADMINISTRATIVE AND PROFESSIONAL
POSITION STATUS: FULL-TIME
FLSA STATUS: EXEMPT
SALARY CODE: 12
REPORT TO: VICE PRESIDENT OF INSTRUCTION
REVIEWED DATE: JULY 18, 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 – Academic Success provides leadership in the planning, organization, administration, continuous review, evaluation, development, coordination, and implementation of college preparatory programs and other academic support programs with the purpose of preparing students for college-level coursework and supporting students throughout their college careers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- In collaboration with the Vice President of Instruction, develops and implements a **strategic plan** for the following areas to drive students' academic success:
 - College preparation/readiness
 - Developmental Education – Reading, Writing, Integrated Reading and Writing, and Mathematics
 - Freshman Seminar course
 - Non-Course Based Options (NCBO)
 - English for Speakers of Other Languages (ESOL)
 - Honors College
 - First-year Experience
 - Library Services
- Manages, coordinates, and provides leadership for **programs, course offerings, and initiatives** in developmental education and academic support to maximize opportunities for student success.
- Oversees and provides leadership for grant proposals and pre-award activities for all units across the College.
- In collaboration with Student Services, manages, coordinates, and provides leadership for First-year Experience initiatives.
- Manages, coordinates, and provides leadership for the Honor's Program.
- Builds, manages, and provides library services to all TSC students.
- Supervises library leadership staff.
- Serves as a liaison and works closely with partner institutions of higher education to provide library services to faculty, staff, and students.

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- Oversees open computer lab operations across the College.
- Oversees and provides leadership for tutoring labs and all academic support programs associated to tutoring labs.
- Provides leadership for special projects that have community-wide impact to foster beneficial and innovative changes at the College and community, such as extra-curricular activities that provide academic support for K-16 students and their families.
- Works with department chairs and educational support staff to **resolve student issues** related to assigned areas and in accordance with College policies and procedures.
- Works with Student Services to facilitate appropriate academic and student support strategies.
- In collaboration with the Vice President of Instruction, facilitates **Guided Pathways** work to ensure student success.
- Serves as the administrator for **external grants** related primarily to college readiness and other academic success initiatives. Coordinates applications for funding, reporting requirements, program audits and fund analyses. Provides program and fiscal oversight and implementation.
- Oversees grant administrative tasks, such as budgetary approvals, for credit academic and technical education programs. Develops plans for **recruiting and retaining qualified faculty** in assigned area.
- Coordinates with faculty and College administration to conduct institutional research and **evaluate student and program outcomes** in assigned areas.
- Assists the Vice President of Instruction with operational duties.
 - Serves as instructional representative to the Academic Calendar Committee, ensuring needs of instruction are considered during the development of **academic calendars**.
 - Coordinates development and review of **class schedule** each semester.
 - Coordinates development of and archive **faculty rosters and workload tables** each semester to meet SACSCOC requirements.
 - Coordinates annual updates and publication of the College's **catalog**.
 - Coordinates and reviews submissions of **workloads** from Deans to Vice President of Instruction.
- Collaborates with the College's Deans and Department Chairs to assure **compliance with legislative guidelines and accrediting agency requirements** for developmental education instruction at the state, regional, and national levels.
- Coordinates with area school districts and with local, state, and regional organizations concerned with **college readiness and career pathways**.
- Serves as a liaison or **representative** on instruction-related committees on behalf of the Vice President, as needed.
- 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.
- Supervises the **performance** of assigned staff, conducts performance evaluations as required, and provides for their continued professional growth and development.

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- 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.
- Promotes positive morale and teamwork within the functional unit and provides exceptional customer service to students, faculty and the community.
- 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 Texas Southmost College (TSC).
- Supports the values and institutional goals as defined in the College's Strategic Plan.
- Participates in the process for systematic review and evaluation per the institutional effectiveness model adopted by the College.
- Serves on committees as appropriate and as appointed by supervisor.
- 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 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; developmental education and academic support programs; student learning outcomes; and assessment of student learning outcomes.
- 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.

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- 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 of developmental education and/or academic support instructional and/or administrative experience.
- Demonstrated experience in curriculum and 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.

CERTIFICATES AND LICENSURES

None required.

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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 developmental education and/or academic support instructional and/or administrative experience?
 - Yes
 - No
5. *Do you have demonstrated experience in curriculum and 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