

VICE PRESIDENT OF INSTRUCTION

GENERAL STATEMENT:

Serves as the Chief Instructional Officer of the College and provides supervision for all academic, occupational, and continuing education programs; Office of Public Information, Learning Resource Center, Institutional Effectiveness, and Small Business Development Center.

REPORTS TO:

President

OCCUPATIONAL GROUP:

Administration

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Master's degree in a teaching discipline or appropriate education program; Doctorate preferred.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Five (5) years work experience in the area of higher education involving supervision of personnel and teaching.

OTHER:

None

DUTIES AND RESPONSIBILITIES:

- Serve as official spokesperson to the president on matters related to areas of responsibility.
- Supervise the Academic Education, Occupational Education, Community Services, Institutional Effectiveness, Small Business Development Center, Learning Resource Center, and Public Information.
- Supervise the preparation of and provide general oversight of budgets in areas of responsibility.
- Recommend to the president the employment, assignment, and dismissal of personnel in areas of responsibility.
- Recommend to the president the need for changes in policies and procedures in areas of responsibility.
- Supervise and coordinate a program of staff development for full- and part-time instructional staff.
- Coordinate and supervise the faculty evaluation process.
- Develop and implement policies and procedures for the selection, approval, and purchase of textbooks, media materials, and other instructional materials.
- Maintain a current and up-to-date files for all course outlines and syllabi.
- Supervise the preparation of class schedules, examination schedule, room assignments for classes.
- Oversee the development of the College calendar and College catalog.
- Provide leadership in developing standing advisory committees and ad hoc committees as necessary.
- Teach classes as assigned.
- Other duties as assigned by the president.

PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.

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The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

Approved: 02/08/95

Revised 11/08/96:

JD270