

ASSOCIATE VICE PRESIDENT OF WORKFORCE EDUCATION

GENERAL STATEMENT:

Supervise and coordinate the overall planning and development of workforce education programs, community services, adult education, and Small Business Development Center (SBDC).

REPORTS TO:

Vice President of Instruction

OCCUPATIONAL GROUP:

Administration

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

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

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Five (5) years work experience in an area of education involving supervision of personnel and teaching. Educational administration and supervisory experience preferred.

OTHER:

None

DUTIES AND RESPONSIBILITIES:

- Provide leadership and coordination in the planning and development of workforce programs.
- Assist in the recruitment, employment, orientation, and staff development for full-time and part-time workforce education, community service, adult education, and SBDC staff.
- Assist in the evaluation and monitoring of full-time and part-time faculty in workforce education programs, community services, adult education, and SBDC staff and recommend their employment, assignment, or dismissal to the vice president of instruction.
- Supervise the coordinators for workforce education, community service, adult education, and SBDC programs.
- Supervise and coordinate the preparation of the workforce education, community services, adult education, and SBDC program budgets for submission to the vice president of Instruction.
- Supervise expenditures of the approved budgets.
- Oversee class, examination schedules, room assignments, and teaching assignments for workforce education programs.
- Recommend annual catalog changes pertaining to workforce education programs.
- Supervise the selection of textbooks used in workforce education courses.
- Serve as a liaison with business, industry, government, and educational agencies on matters concerning workforce education.
- Organize and work with the advisory committees in the establishment of new and continuing workforce programs.

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- Assist in the preparation of agreements and contracts with the Texas Higher Education Coordinating Board.
- Oversee the development and maintenance of course syllabus in workforce education programs.
- Assist in the preparation and submission of all reports and documents related to workforce education.
- Assist with student recruitment, student advising, and graduation placement of students.
- Cooperate with other administrators in planning registration procedures.
- Serve as the contract manager and contact person for the Carl Perkins Vocational and Applied Technology Grant.
- Supervise the development and implementation of tech-prep programs, articulation, and dual credit initiatives.
- Assist in resolving student and faculty complaint and personnel issues.
- Assure proper maintenance of all instructional equipment in workforce education programs.
- Attend appropriate professional development conferences related to workforce education as a representative of the college.
- Other duties as assigned by the vice president of instruction or other appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.

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

All TVCC positions are security sensitive and require a criminal background check.

Approved: 02/08/95

Revised: 06/18/09

JD163