

## **DEAN OF TDCJ INSTRUCTIONAL PROGRAMS**

### **GENERAL STATEMENT:**

The primary function of the position is to coordinate the instructional activities at the TDCJ units and to serve as liaison between the campus administration and staff, Texas Department of Criminal Justice (TDCJ) officials, and TVCC instructional personnel.

### **REPORTS TO:**

Vice President of Instruction

### **OCCUPATIONAL GROUP:**

Professional/Non-Faculty

### **FLSA:** Exempt

### **QUALIFICATIONS FOR APPOINTMENT:**

#### **EDUCATION:**

Master's Degree.

#### **LICENSE OR CERTIFICATION:**

None

#### **EXPERIENCE:**

Three (3) years experience working in the TDCJ educational environment.

#### **OTHER:**

Must be able to obtain security clearance to enter TDCJ units.

### **DUTIES AND RESPONSIBILITIES:**

- Serve as on-site general supervisor for all technical faculty and instructional TVCC personnel at TDCJ. While not directly supervising academic faculty, the Director of TDCJ Instructional Programs will work closely with assistant vice presidents, department chairpersons, and division chairpersons on problems and concerns related to TDCJ academic classes.
- Serve as liaison officer between the College and TDCJ.
- Maintain contact with instructional staff at various TDCJ units.
- Assist the instructional staff as follows:
  - Order equipment and supplies
  - Pick up and deliver equipment and supplies
  - Transport equipment for repair
  - Serve as substitute as needed
  - Investigate student complaints
  - Order textbooks
- Assist administrative staff as follows:
  - Monitor attendance of faculty
  - Assist in performance evaluations
  - Conduct orientation of new teaching personnel
  - Conduct classroom observations in cooperation with on-campus department chairpersons
  - Conduct student evaluations
  - Implement new programs

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- Provide leadership and coordination in development and implementation of the curriculum to include maintaining updated syllabi in the departmental offices.
- Coordinate department/divisional programs, goals and objectives.
- Involve faculty in the department/divisional planning process.
- Supervise and evaluate faculty and other divisional employees objectively; seek to promote their maximum professional development and participation; recommend faculty development as needed; conduct classroom visitations as appropriate.
- Help resolve conflicts between faculty and students, Windham, and TDCJ personnel.
- Call and conduct division meetings for the purposes of disseminating information and for faculty development
- Perform additional job-related assignments and duties.
- Coordinate activities with Coordinator, TDCJ Enrollment.
- Other duties as assigned by appropriate supervisory personnel.

**PHYSICAL REQUIREMENTS:**

- Within the general range of an office or classroom 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.*

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*Employee's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor's Signature*

\_\_\_\_\_  
*Date*

*Approved: 07/24/01*

*Revised: 9/18/07*

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