



**Trinity Valley Community College**  
**Job Description**  
**Associate Vice President of Workforce Education**

**COMMITMENT TO MISSION**

This job carries with it the obligation to uphold the Mission of Trinity Valley Community College (TVCC) in carrying out the duties of the position. A commitment to positive interpersonal behaviors, professional communication, diversity, integrity, leadership, stewardship, respect and accountability to TVCC students and employees is essential.

**PRIMARY PURPOSE:**

Serve as the lead administrator for the workforce education programs of the College and provide supervision for the Business, Technology & Public Services Division, Career and Technology Division, Continuing and Workforce Education Division, Adult Education Division, and Small Business Development Center (SBDC).

**REPORTS TO:**

Vice President of Instruction

**SUPERVISES:**

Workforce education division

**EDUCATION AND EXPERIENCE QUALIFICATIONS:**

**EDUCATION REQUIRED:**

Master's degree

**PREFERRED:**

**EXPERIENCE REQUIRED:**

Three (3) years of work experience in higher education

**PREFERRED:**

Community college teaching and administrative experience. Experience in providing leadership for community college academic education programs. Knowledge of the Texas Higher Education Coordinating Board and Southern Association of Colleges and Commissions on Colleges (SACSCOC) policies and procedures relating to performance measures and academic education programs.

**OTHER LICENSES OR CERTIFICATIONS:**

Demonstrated ability to provide leadership for community college workforce education programs. Knowledge of the Texas Higher Education Coordinating Board (THECB) policies and procedures and compliance regulations relating to performance measures and workforce education programs. Knowledge of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) policies and procedures and compliance regulations referring to workforce education programs.

**KNOWLEDGE AND SKILLS REQUIRED:**

- Computer software proficiency – Microsoft Office
- Operating equipment – office or otherwise
- Written and oral communication
- Interpersonal and/or customer service skills
- Public Speaking/Presenting
- Basic Math
- Leadership/ Management
- Attention to detail
- Time management
- Organization
- Federal Regulations and Directives
- Operational Systems and procedures
- Budget and accounting principles
- Administrative practices
- Advertising/Marketing practices

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



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### Associate Vice President of Workforce Education

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. Job Descriptions may be subject to change.

#### RESPONSIBILITIES:

- To serve as an institutional leader of student learning in workforce education.
- To collaborate with TVCC leadership and staff on educational and institutional initiatives.
- To oversee leadership and business & industry training initiatives within the Continuing and Workforce Education Division.
- Maintain accurate course and program inventory in the state THECB CBPass program.
- Maintain SACSCOC compliance for workforce education programs, including substantive change development, notification development and prospectus development by stated deadlines.
- Recommend curriculum additions, deletions, and revisions which comply with federal and state THECB guidelines. Submit curriculum changes to be included with catalog revisions.
- To monitor new and revised federal and state THECB policies.
- To assist with implementation/enforcement of policies and directives mandated by the Texas Higher Education Coordinating Board concerning workforce courses and programs.
- Oversee class, examination schedules, room assignments, and teaching assignments for all workforce education programs.
- Oversee the utilization and scheduling of classrooms and computer labs for student group usage and other non-educational activities in the Baugh Technology Center.
- Oversee class, room assignments, testing labs, program development and teaching assignments for the Kaufman Workforce Centers
- To calculate faculty workloads and supervise preparation of special assignment agreement for full-time and adjunct workforce education faculty.
- To supervise the curriculum development and ensure continual compliance with federal and state THECB guidelines.
- Serve as a liaison on advisory and community board of directors 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 existing workforce education programs.
- Prepare and submit workforce education related agreements and contracts with the state THECB and the state Workforce Solutions offices.
- Oversee the development and maintenance of course syllabus in workforce education programs.
- Cooperate with other administrators in planning registration and scheduling procedures.
- Serve as the contract manager and contact person for the Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act (Perkins V Act).
- Coordinate access, usage and development of the Ellucian ERP system for workforce education staff and faculty.
- Utilize the Ellucian ERP CROA system to create and implement data reports related to the workforce education programs.
- To oversee and supervise the creation, implementation and maintenance of marketing and advertising for workforce education programs, continuing and workforce education, adult education, and SBDC.
- To actively participate on TVCC committees and represent workforce education on TVCC committees, as well as serve as the advocate for workforce education faculty, staff and students.
- Write and assist in writing grants that benefit workforce education initiatives.
- Assist in resolving student and faculty complaint and personnel issues.
- Work assigned schedule and comply with timekeeping policy.
- Maintains confidentiality of information.

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- Other duties as assigned by appropriate supervisory personnel.

#### SUPERVISOR RESPONSIBILITIES:

- To supervise and coordinate the workforce education divisions and programs of the College and oversee the rodeo, beef cattle teams, and the TVCC ranch.
- To supervise the technical workforce instructional support advisor, including Career Coach, GradCast and instructional development initiatives.
- To oversee the Baugh Technology Center workforce education advising and career exploration center.
- To oversee the recruitment, employment, orientation, and staff development for full-time and part-time workforce education, continuing workforce education, adult education, and SBDC staff.
- To oversee the recruitment, employment, orientation, and development for full-time and adjunct workforce education faculty.
- Assist in the evaluation of full-time and adjunct faculty in workforce education programs, continuing and workforce education, adult education, and SBDC staff.
- To supervise the preparation of budgets and related expenditures for all workforce education divisions and other direct reports.
- Supervise the selection of textbooks used in workforce education courses.
- Supervise the development and implementation of articulation agreements, BAAS transfer arrangements, competency-based education, prior learning credit, and workforce education dual credit initiatives.

#### WORKING CONDITIONS:

##### TOOLS/EQUIPMENT USED:

- Standard office equipment
- Personal computer and peripherals
- Calculator
- Multi-line phone system
- Copier
- Cellular phone

##### PHYSICAL DEMANDS:

- Requires reaching, standing, finger dexterity, talking, hearing, seeing, repetitive motions, and computer work
- Subject to walking

##### MENTAL DEMANDS:

- Emotional control under stress 25%-50% of the time
- Frequent interruptions more than 50% of the time

##### OTHER DEMANDS:

None

*The above job description has been reviewed with the employee and it was 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: 7/18/01*

*Revised: 9/13/2021*



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<b>Classification:</b>	Administration	<b>Coordinating/Non-Coordinating:</b>	C
<b>FLSA Status:</b>	Exempt	<b>TVCC Job Code:</b>	1163
<b>DBM:</b>	E	<b>Travel Required:</b>	Less than 25% of the time
<b>IPDEDS/SOC CODE:</b>	11-3011	<b>Employment Status:</b>	Full-Time
<b>SALARY GRADE:</b>	300	<b>Length:</b>	12 Months
<b>FUND:</b>	001	<b>TRS POS. CODE</b>	TRS 01

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