



# Trinity Valley Community College

## Job Description

### Vice President of Instruction

#### **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:**

Serves as the Chief Instructional Officer of the College and provides supervision for academic, workforce, community services programs, and Learning Resource Centers at Athens, Terrell, Palestine, Kaufman, and TDCJ Campuses, Distance Education Program, Dual Credit Program, Strategic Planning, Effectiveness and Accreditation, and Grants and Special Projects.

#### **REPORTS TO:**

President

#### **SUPERVISES:**

Instructional department

#### **EDUCATION AND EXPERIENCE QUALIFICATIONS:**

##### **EDUCATION REQUIRED:**

Master's degree in a teaching discipline or appropriate education program

##### **PREFERRED:**

Doctorate

##### **EXPERIENCE REQUIRED:**

Ten (10) years' work experience in the area of higher education involving supervision of personnel and teaching

##### **OTHER LICENSES OR CERTIFICATIONS:**

None

##### **KNOWLEDGE AND SKILLS REQUIRED:**

- Typing/Data Entry
- 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
- Compliance Law
- Administrative practices
- Advertising/Marketing practices
- Website design

**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:**

- Serve as the Chief Academic Officer of the college instructional programs.
- Promote excellence in instruction, supervise the evaluation of instructional programs and faculty, and oversee instructor professional development.

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



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- Recommend employment, promotion, retention, and dismissal of faculty and instructional administrators and staff.
- Develop the annual instructional departmental budget and supervise its operating implementation during the year.
- Oversee the development of the college calendar, college catalog, faculty handbook, instructional class schedules, and overload compensation document.
- Calculate overload compensation and submit for payroll each semester.
- Oversee the textbook selection process and coordinate with the bookstore on textbook issues.
- Maintain the master syllabus template and communicate with faculty in regards to semester syllabus updates.
- Ensure that Colleague information related to curriculum such as courses, degree sequences, etc are maintained and accurate and provide leadership in Colleague processes and routines.
- Promote positive leadership and goodwill while communicating with faculty, students, instructional administrators, college personnel, the community, and other constituencies.
- Identify and implement collaborative programs and initiatives such as articulation agreements with universities, dual credit articulation agreements with ISDs, and creation of business, industry and community partnerships.
- Responsible for compliance with Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and Texas Higher Education Coordinating Board (THECB) guidelines in the instructional area.
- Provide leadership for the development and functioning of standing advisory committees and ad hoc committees as necessary.
- Serve as a member of the President's Council and advise the President on policy development and other issues pertaining to the College.
- Represent the college by participating in and on various state and local councils, committees, boards, organizations, and community and educational association meetings.
- Other duties as assigned by the President.

#### **SUPERVISOR RESPONSIBILITIES:**

- Accomplishes department objectives by supervising staff and organizing and monitoring work processes.
- Maintains staff by recruiting, selecting, orienting, and training employees and developing personal growth opportunities.
- Accomplishes staff job results by coaching, counseling, and disciplining employees.
- Plans, monitors, and appraises job performance annually, and provides constructive feedback and coaching.
- Implements and enforces systems, policies, and procedures.
- Maintains safe and healthy work environment by establishing and enforcing organization standards and adhering to legal regulations.
- Completes operations by developing schedules, assigning and monitoring work, and gathering resources, implementing productivity standards, resolving operations problems, maintaining reference manuals, and implementing new procedures.
- Controls expenses by gathering and submitting budget information, scheduling expenditures, monitoring variances, and implementing corrective actions.
- Ensure quality and customer service standards are adhered to as a department.
- Contributes to team effort by accomplishing related results as needed.
- Setting goals for performance and deadlines in ways that comply with the college's plans and vision
- Organizing workflow and ensuring that employees understand their duties or delegated tasks

#### **WORKING CONDITIONS:**

##### **TOOLS/EQUIPMENT USED:**

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

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**Trinity Valley Community College**  
**Job Description**  
**Vice President of Instruction**

- Copier
- Fax machine

**PHYSICAL DEMANDS:**

- Requires: talking, hearing, seeing, finger dexterity, and computer work.

**MENTAL DEMANDS:**

- Emotional control more than 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 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: 7/18/01*

*Revised: 9/30/2021*

<b>Classification:</b>	Staff	<b>Coordinating/Non-Coordinating:</b>	C
<b>FLSA Status:</b>	Exempt	<b>TVCC Job Code:</b>	1270
<b>DBM:</b>	F	<b>Travel Required:</b>	Less than 25%
<b>IPDEDS/SOC CODE:</b>	15-1142	<b>Employment Status:</b>	Full-Time
<b>Salary Grade:</b>	350	<b>Length:</b>	12 Months
<b>FUND:</b>	001	<b>TRS POS. CODE</b>	TRS 01

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