



**Trinity Valley Community College**  
**Job Description**  
**Associate Vice President of Academic Affairs**

**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 lead administrator for the academic programs of the College and provides supervision for the Language Arts Division, Science and Mathematics Division, Social Sciences Division, Fine Arts Division, College Readiness Division, and Kinesiology Division. Provides leadership and oversight for various student performing groups, including Choir, Band, Cardettes (drill team), and drama.

**REPORTS TO:**

Vice President of Instruction

**SUPERVISES:**

Academic department

**EDUCATION AND EXPERIENCE QUALIFICATIONS:**

**EDUCATION REQUIRED:**

Master's degree

**PREFERRED:**

**EXPERIENCE REQUIRED:**

Three (3) years of work experience in higher education, 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.

**PREFERRED:**

Five (5) years of work experience in higher education, community college teaching and administrative experience.

**OTHER LICENSES OR CERTIFICATIONS:**

None

**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

**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 academic education.

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



# Trinity Valley Community College

## Job Description

### Associate Vice President of Academic Affairs

- To work closely with the academic division chairs and performing group directors in the areas of personnel employment and supervision, curriculum development and revision, budget development and oversight, scheduling and program and personnel evaluations.
- To oversee the recruitment of full-time and part-time personnel in areas of supervision.
- To assist with the professional development of full-time and part-time faculty.
- Develop, manage, and input all instructional classes into college schedule each semester.
- To make recommendations concerning curriculum additions, deletions, and revisions.
- To recommend annual catalog changes relating to academic education.
- To approve textbooks and other instructional materials used in academic classes.
- To assist with the implementation of policies and directives mandated by the Texas Higher Education Coordinating Board concerning academic courses and programs.
- To calculate faculty workloads and recommend additional compensation for extra teaching or other responsibilities such as serving in a supervisory capacity, major curriculum development, chairing special committees, etc.
- To assist with the administration of academic concurrent classes taught in area high schools.
- To assist with the scheduling and supervision of academic classes taught in the Texas Department of Criminal Justice units.
- To assist with facilities planning for academic areas,
- Other duties as assigned by the vice president of instruction or other appropriate supervisory personnel.

#### **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
- Cellular phone

##### **PHYSICAL DEMANDS:**

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

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**MENTAL DEMANDS:**

None

**OTHER DEMANDS:**

None

*The above job description has been reviewed with the employee. 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:*

*Revised: 9/30/2021*

<b>Classification:</b>	Administration	<b>Coordinating/Non-Coordinating:</b>	C
<b>FLSA Status:</b>	Exempt	<b>TVCC Job Code:</b>	1387
<b>DBM:</b>	E	<b>Travel Required:</b>	Less than 25% of the time
<b>IPDEDS/SOC CODE:</b>	11-9033	<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