



Trinity Valley Community College

Job Description

Director of Strategic Planning, Effectiveness, and Accreditation

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:

The Director of Strategic Planning, Effectiveness, and Accreditation provides leadership for the institution-wide strategic planning, institutional effectiveness, outcomes assessment and accreditation activities of the college and serves as the SACSCOC Liaison.

REPORTS TO:

Vice President of Instruction

SUPERVISES:

SPEA and IR departments

EDUCATION AND EXPERIENCE QUALIFICATIONS:

EDUCATION REQUIRED:

Master's degree

EXPERIENCE REQUIRED:

Three (3) years working in institutional research or in an institutional effectiveness office at a community college, and a minimum of three (3) years of Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) accreditation experience. Must have successfully submitted a ten year reaffirmation report or fifth year interim report for SACSCOC and received no warnings or probation standings with the Commission on Colleges.

OTHER LICENSES OR CERTIFICATIONS:

None

KNOWLEDGE AND SKILLS REQUIRED:

- Typing/Data Entry
- Software proficiency – Microsoft Office
- Operating equipment – office or otherwise
- Written and oral communication
- Interpersonal and customer service skills
- Public Speaking/Presenting
- 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

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:

- Ensures that accreditation requirements, including compliance with accrediting standards, are considered not only during the five and ten-year review process, but incorporated into an ongoing institutional operations and procedure and into the planning and evaluation process of the College.
- Serves as the official SACSCOC Liaison and works with College Administrators to develop notification to the SACSCOC in advance of substantive changes and program development in accordance with SACSCOC policies, procedures, and standards.
- Supervise and coordinate College efforts in institutional effectiveness (IE), the College's mission and purpose, goals and objectives, and strategic planning and outcomes assessment, integrating planning and assessment across the College.

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



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- Knowledge of process, principles, guidelines procedures and criteria for Accreditation with SACSCOC.
- Develop the timeline for completion of all tasks associated with the accreditation process and identifies committees and provide direction to ensure completion of all tasks according to the timeline.
- Manages the collection and analysis of information and answers questions regarding the accreditation process.
- Develop official Reports, including electronic copies and any necessary follow-up reports for submission to the SACSCOC and ensure that the electronic institutional data collected by SACSCOC is accurate and timely
- Advanced knowledge of the administrators, program coordinators and faculty credential requirements and processes for a regionally accredited college.
- Establishes, monitors, and reports all strategic planning and evaluation activities of the College to ensure appropriate measures are in place and utilized for the continuous improvement of the College.
- Direct communications to the campus community and other stakeholders regarding Planning, IE, and Accreditation.
- Make recommendations regarding curricular revisions/enhancements to improve student-learning outcomes and assessment.
- Development of oversight of the Administrative Outcomes and Learning Enhancement Annual Plans as reported annually to the Vice President of Instruction.
- Maintains an institutional effectiveness, and accreditation website.
- Knowledge of planning and outcome assessment, statistics, and computer statistical packages, research methods, and quality improvement processes.
- Management and leadership ability to establish priorities and administer numerous projects simultaneously.
- Must have excellent verbal, written, and organizational skills, and present complex material.
- A collaborative work style and the ability to work collegially and effectively with a diverse group of students, faculty, and staff on a daily basis.
- Knowledge of accreditation, Texas Higher Education Coordinating Board and Legislative Budget Board policies and procedures.
- Must possess excellent computer skills and familiarity with data analysis software, SQL, SPSS, Excel, and other higher education computer software packages.
- Formulates and recommends annual budget requests and assumes responsibility for operating within the approved budget, and writes annual administrative outcomes.
- Serves as the SACSCOC Accreditation Liaison, Chair the SACSCOC Compliance Certification, Chair Strategic Planning Committee. .
- Serve as a member of the Quality Enhancement Plan Team, College Council, the Council on College Planning, and other committees as assigned.
- Other duties as assigned by 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.

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- 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
- Copier
- Personal computer and peripherals
- Instructional Equipment
- Calculator
- Fax machine
- Multi-line phone system

PHYSICAL DEMANDS:

- Requires: Feeling , Talking , Hearing , Seeing , Repetitive Motions , Sedentary Work, Computer Work
- Subject to: Stooping , Standing
- May need: Lifting
- Occasionally need to: Climbing, Reaching , Pushing , Pulling, Light Work

MENTAL DEMANDS:

- Frequent interruptions: Less the 25% of the time

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: 7/18/01

Revised: 10/20/2021

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|------------------------|----------------|---------------------------------------|---------------------------|
| Classification: | Administration | Coordinating/Non-Coordinating: | C |
| FLSA Status: | Exempt | TVCC Job Code: | 1575 |
| DBM: | D | Travel Required: | Less than 25% of the time |
| IPEDS/SOC CODE: | 11-3131 | Employment Status: | Full-Time |
| Salary Range: | 280 | Length: | 12 Months |
| FUND: | 001 | TRS POS. CODE | TRS 01 |

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