



# Trinity Valley Community College

## Job Description

### Associate Vice President of Instructional Innovation and Support

#### 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 Teaching and Learning Center of Excellence providing leadership and supervision for the Distance Learning, Library Services, Instructional Testing Services, Cardinal Success Center, and faculty and staff professional development.

#### **REPORTS TO:**

Vice President of Instruction

#### **SUPERVISES:**

Teaching and Learning Center of Excellence, Distance Learning, Library Services, Instructional Testing Services, Cardinal Success Center.

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

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

Master's degree in education, educational administration, educational technology and/or curriculum and instruction

##### **PREFERRED:**

Doctorate

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

Five (5) years of work experience in the area of higher education involving supervision of personnel, professional development, and/or student support roles.

##### **PREFERRED:**

Online learning experience; Community college teaching and administrative experience.

#### **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 principals
- 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.

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



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#### RESPONSIBILITIES:

- To serve as an institutional leader of faculty and staff professional development and learning.
- To serve as an institutional leader of student support in academic and workforce education to identify support service needs of students and develop programs and services to meet those needs.
- To serve as an institutional leader of online learning.
- To work closely with the AVP of Academic Affairs, Workforce Education, and Provosts in areas of faculty professional development, online learning and scheduling, classroom and instructional technology, and student support initiatives.
- Inform Director of Recruiting online program updates
- To assist and support administration with on-campus and online tutoring and testing.
- To assist and support administration with the Learning Management System and online learning support.
- To assist and support instructional design.
- Assist with classroom technology support.
- Serve on committees related to student support (e.g. pathways, professional development, strategic planning).
- To recommend annual catalog changes relating to areas of supervision.
- 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
- Multi-line phone system
- Copier
- Fax machine

##### PHYSICAL DEMANDS:

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

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**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. 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: 10/21/2021

<b>Classification:</b>	Administration	<b>Coordinating/Non-Coordinating:</b>	C
<b>FLSA Status:</b>	Exempt	<b>TVCC Job Code:</b>	1851
<b>DBM:</b>	E	<b>Travel Required:</b>	Less than 25% of the time
<b>IPEDS/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

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