



## JOB DESCRIPTION

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**POSITION TITLE:** VICE PRESIDENT FOR INSTRUCTIONAL SERVICES

**DEPARTMENT:** Instructional Services

**FLSA:** Exempt

**REPORT TO:** President

**POSITION SUMMARY:** Provides leadership for the college's instructional programs. Plans, recommends and monitors appropriate institutional budgets, Works with faculty and staff to create a professional, teaching and learning environment where faculty and students are encouraged and supported to excel.

### **ESSENTIAL JOB FUNCTIONS:**

1. Advises the President on instructional affairs (academic and career technical programs and educational support services) of the college in support of the institution's mission, vision, and goals
2. Supervises the organization and implementation of all instructional services
3. Coordinates curriculum and program development according established educational standards, and goals; guides the establishment of policies, procedures and guidelines for implementation of a sound educational programs (academic and career technical)
4. Assists in the development of the Institutional Management Plan
5. Oversees the periodic instructional program reviews and evaluation
6. Orients new staff and faculty member to College policies, rules, regulations, and procedures
7. Oversees the extended day programs with assistant from instructional administrators
8. Recruits faculty and staff of the instructional and Library Services areas
9. Serves as Ex-officio in the screening, interviewing, and recommending processes for the employment of faculty, instructional staff, and other College personnel
10. Assumes responsibility for maintaining all academic accreditation standards or other standards affecting the instructional areas (academic and career technical programs)
11. Develops long and short term strategic plans for instructional programs (academic and career technical)
12. Facilitate faculty development in conjunction with appropriate administrators
13. Supervises and evaluates instructional services administrative staff (deans, associate deans, and administrative assistants)
14. Coordinates faculty and staff development opportunities
15. Represents the College in meetings and conferences concerning training for business
16. Writes proposals for funding opportunities and supervises selective approved grants
17. Supervises budget development and use of funds for all instructional services units and subunits
18. Provides leadership in the guidance for the assessment, appropriate use of results and evaluations relative to student learning outcomes within the unit
19. Facilitates the supervision of advisement within the instructional units

20. Provides leadership academic policy and procedures development
21. Supervises the activities deans, associate deans and works with them to appropriately supervise the assistant dean, chairpersons, and faculty
22. Reviews all faculty and instructional personnel evaluations
23. Evaluates and approves all faculty and instructional personnel credentials
24. Confers with deans, associate deans, and departmental chairperson concerning selection of curricular offerings and number of sections to be offered each semester
25. Assumes responsibility for all Standing Committees of the college and serves as Ex-officio
26. Works with the senior level instructional staff and departmental chairpersons to evaluate the total instructional program and devise methods for continuous improvement
27. Reviews and approves all applications for graduation
28. Presides over college-wide in-service, instructional services divisional, and faculty meetings
29. Supervises the purchase and utilization of academic and library equipment and supplies
30. Interprets the College's academic instructional program to the community
31. Works closely with the Academic Standards and Curriculum Committees; serves as the Academic Standards and Curriculum Committees liaison to the Cabinet
32. Serves on Ad Hoc committees as established by the president
33. Serves in provost capacity in the absence of the president
34. Serves on the Executive, Administrative and Extended Cabinets
35. Performing other appropriately assigned job-related duties and responsibilities.