

**PARIS JUNIOR COLLEGE DISTRICT
JOB DESCRIPTION**

TITLE: Vice President	SALARY LEVEL:
DEPT: Instruction	JOB CODE:
CLASS: Executive Administration	FLSA CODE: Exempt
	RETIREMENT ELIGIBILITY: ORP/TRS

PURPOSE: The Vice President of Instruction is the chief academic officer of the College and responsible for providing leadership

REPORTS TO: President

SUPERVISES: Dean of Academic Studies
Dean of Workforce Education
Director of Greenville Center
Director of Sulphur Springs Center

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

1. Ability to use technology to access data, maintain records, generate reports, and communicate with others.
2. Oral and written communication skills to interact effectively with individuals from diverse socio-economic backgrounds in a wide variety of environments.

Education, Experience, and Licensure

1. Master's degree required; doctorate preferred.
2. Five or more years of progressively responsible administrative experience in a community college.
3. Experience should include administrative and demonstrated teaching experience in the community college.
4. Strong commitment to the community college mission, to developmental education, and to high standards and academic freedom required.

MAJOR JOB RESPONSIBILITIES

Essential Job Functions

1. Serves as the Chief Academic Officer of the instructional programs. Supervises the development, implementation, communication, and evaluation of the curriculum and educational policies.
2. Tracks teaching and learning trends to ensure course content and teaching methodology are current and relevant.
3. Promotes high quality instruction, supervises the evaluation of instructional programs, and encourages instructor professional development.
4. Supervises, manages, and leads the instructional Deans and Division Chairs in the execution and delivery of services by hiring, training, coaching, and evaluating staff.
5. Recommends employment, promotion, retention, and dismissal of faculty.
6. Gathers and assembles content for the college catalog, faculty handbook, and class schedules.
7. Serves as liaison to the Texas Higher Education Coordinating Board and Southern Association of Colleges and Schools.
8. Represents the college by participating in and on various state and local councils, committees, boards, organizations, and community and educational association meetings.
9. Identifies and implements collaborative programs and initiatives such as articulation agreements with universities, dual credit articulation agreements with ISDs, and creation of business, industry and community partnerships.
10. Develops, implements, and maintains annual budget requests and assumes responsibility for the instructional department heads of operating within the approved budget.
11. Supervises and coordinates all activities of the registration process.
12. Plans, organizes, and administers a program of student services designed to complement the instructional program.

13. Serves as a member of the President's Council and advises the President on policy development and other issues pertaining to the College and its constituencies.
14. Responsible for compliance with Southern Association of Colleges and Schools (SACS) guidelines for area.
15. Display personal characteristics that reflect positively on the education profession and the College in such ways as respecting colleagues and observing ethical principles of the education profession, participating in community activities, and demonstrating a constructive attitude toward other professional and classified personnel.
16. Using appropriate vocabulary free from excessive profanity and slang.
17. Display use of good judgment, tact, and discrimination.
18. Treat records, information, materials, and office concerns in a confidential manner.
19. Demonstrate a knowledge of the required subject matter by providing evidence of preparation in the area, maintaining current knowledge of research and developments in the subject area, and maintaining the respect of colleagues in the profession.
20. Demonstrate leadership qualities by instilling enthusiasm for professional goals, recognizing staff proficiencies and accomplishments, adhering to statement of ethics and Paris Junior College covenant for success.

Marginal Job Functions

SPECIFIC EQUIPMENT AND MATERIALS USED

ESSENTIAL PHYSICAL TASKS

1. This position is security-sensitive.

ENVIRONMENTAL DEMANDS