

OUACHITA

TECHNICAL COLLEGE

JOB TITLE: Vice President of Instruction

CLASSIFICATION: A-04, Administrative

DATE: May 28, 2009

JOB DESCRIPTION

The Vice President of Instruction is the chief academic officer (CAO) of the institution and responsible for the planning, operations, development, and evaluation of all matters relating to instruction. The incumbent reports to the President and supervises division chairs, faculty, adjunct instructors, clerical staff, part-time staff, the directors of the Library and the Ouachita Area High School Career Center, and other instructional and support staff as assigned. The Vice President is a member of the President's Executive Committee.

FUNCTIONAL RESPONSIBILITIES (Illustrative Only)

1. Creates and maintains an environment where planning, developing, budgeting and delivery of instructional programs and services occur in a creative manner and where assigned personnel development practices lead to highly qualified and motivated faculty and staff.
2. Develops departmental budget and capital equipment recommendations and implements sound fiscal control practices to monitor its administration.
3. Ensures compliance with institutional and external agency policies and practices within span of control including the accreditation requirements of the Higher Learning Commission and the credentialing, course and program requirements of the Arkansas Department of Higher Education/Arkansas Higher Education Coordinating Board.
4. Assesses educational needs and quality assurance programs for instructional programs and services.
5. Acts as liaison to area secondary schools, post-secondary institutions, and other appropriate educational providers within the state and service area, including the development and maintenance of articulation agreements with universities to facilitate student transfer.
6. Makes staffing decisions, ensures proper staffing assignments, evaluates instructional services staff and is responsible for increasing faculty diversity.
7. Administers grants initiated by this office, for example the Federal Perkins grant, and coordinates with personnel on campus for the successful operation of other grant programs administered elsewhere on campus.
8. Performs other duties as assigned, consistent with commonly accepted practices.

QUALIFICATIONS:

Doctorate in higher education administration or related field preferred. Documented college-level experience in teaching; supervision of full-time and adjunct faculty, and classified staff; and administration of instructional programs (academic or career and technical) required. Three years of higher education supervisory experience of professional staff and excellent verbal and written communication skills and computer skills required.

Reviewed By _____
President

Date _____

Received By _____
Employee

Date _____