



Laredo Community College

An Equal Opportunity Institution • West End Washington Street • Laredo, TX 78040-4395

POSITION JOB DESCRIPTION

POSITION TITLE: Vice President for Instruction & Student Development

DEPARTMENT: Vice President for Instruction & Student Development

PERSONNEL GROUP: Administrative

POSITION GRADE: Executive

POSITION STEP:

EMPLOYEE NAME: Vacant

POSITION REPORTS TO: Dr. Juan L. Maldonado

REVISION APPROVED BY: [Signature]
(Minimum approval level: Departmental Supervisor and Above)

REVISION/APPROVAL DATE: 9/13/07

EDUCATIONAL REQUIREMENTS:

The Vice President for Instruction & Student Development must hold a Ph.D. Degree from an accredited institution of higher education.

BASIC FUNCTION AND RESPONSIBILITY:

The Vice President for Instruction & Student Development reports directly to the College President. The Vice President for Instruction & Student Development is responsible for planning; developing, and administering instructional and student support programs and policies; provides leadership, development, and evaluation of faculty and student development staff; coordinates and manages instructional and instructional support units and budgets. The Vice President for Instruction & Student Development provides the necessary leadership, direction, and coordination for the units within the Instruction and Student Development Division. In addition, the Vice President for Instruction & Student Development provides coordinated management and assessment through the establishment of unit goals and objectives that support the mission and goals of the college. The Vice President for Instruction & Student Development nurtures and facilitates communication within the division and the customers it serves.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

The Vice President for Instruction & Student Development:

1. Provides leadership in the development, integration, and implementation of instructional and student development strategic plans, goals, and objectives consistent with the institutional mission.
2. Reviews, monitors, and approves Instruction and Student Development Division expenditures and develops an annual budget for the division.
3. Insures that college policies and procedures are communicated to and adhered to by division personnel.

4. Insures that division staff has opportunities for professional growth and advancement and participate in decision making within the Instruction and Student Development division.
5. Represents the Instruction and Student Development division at Executive Council meetings to insure coordination with other college divisions and departments.
6. Addresses and resolves student grievances and adjudicates student disciplinary violations through established institutional "Due Process" procedures.
7. Evaluates instructional and student services departments to help promote institutional effectiveness and continuous improvement.
8. Consults and recommends on faculty tenure and evaluation issues.
9. Conducts division meetings on a regular basis.
10. Establishes and maintains appropriate record keeping processes within the division for reporting purposes related to institutional performance measures.
11. Supervises and directs the planning, development, implementation, and evaluation of the instructional programs of the college.
12. Oversees recruitment, selection, and evaluation of full-time and part-time faculty.
13. Provides leadership in the development of an institutional effectiveness plan relating to instruction and student development.
14. Provides leadership in the development and implementation automation processes for instructional and student development units.
15. Provides leadership in the development and implementation of a student outcomes assessment plan which focuses on the teaching-learning processes.
16. Provides leadership for decision-making and problem solving within the Instruction and Student Development Division.
17. Evaluates, develops and implements instructional guidelines and procedures which are consistent with college policies and procedures.
18. Creates an environment in instruction and student development which focuses on customer service, feedback and continuous improvement.
19. Provides leadership in the development of operations and capital budgets for instruction and student development.
20. Provides leadership in the development of facilities, staffing, and resource planning for instruction and student development.
21. Resolves grievances/complaints relating to students and faculty.
22. Manages all personnel matters in instruction and student development.
23. Represents instruction and student development in college committees and the community.
24. Performs other related duties as assigned by the President of the College.

EXPERIENCE:

The Vice President for Instruction & Student Development will have at least a minimum of two years of full-time teaching experience at the college level. Minimum of five years full-time administrative experience at the level of associate dean or higher. The following are preferred: experience working in an area of student development, experience in developing and monitoring budgets, experience in management and administration of student development programs and instructional programs.

SKILLS, KNOWLEDGE, ABILITIES:

The Vice President for Instruction & Student Development should exhibit familiarity with community college philosophy and the demographics of a typical community college student body. The Vice President for Instruction & Student Development should have demonstrated broad based administrative work experience within the Instruction and Student Development areas. Must be knowledgeable about curriculum development, program development, program evaluation, budgeting, and staff development. Must exhibit knowledge about academic and technical (occupational) competency-based instructional

programs. Must be knowledgeable about the role of testing, academic advising, and developmental/remedial programs in the community college setting. Must exhibit knowledge about the theories of teaching-learning and student outcome assessment. Must demonstrate good oral, written, and interpersonal communication skills. The Vice President for Instruction & Student Development will promote positive communication channels between instruction and student development in an atmosphere that promotes and values shared governance.

LICENSES/CERTIFICATES: None

PHYSICAL REQUIREMENTS:

WORKING CONDITIONS:

Inside Work-in a well lighted and air conditioned area most of the time.

SPECIAL CONDITIONS:

Other duties may be assigned by the College President. May be required to work outside regular working hours. May be required to work at a different college work site or campus as needed.

ACKNOWLEDGEMENT:

The undersigned have jointly read, discussed and understand the full meaning of this job description, the basic functions and responsibilities, and agree to abide by but not limited to all the terms and conditions of college policies herein included, expressed, and/or implied.

Print Name

Print Name

Print Title

Print Title

Employees Signature and Date

Supervisors Signature and Date

******* Sign and return to HR for placement into employee personnel file. *******