

**JOB DESCRIPTION**

# VICE PRESIDENT FOR INSTRUCTIONAL SERVICES

**Department: Instructional Services Position Number: 20001**

**Colo. Personnel System: Exempt FLSA Classification: Exempt**

**Purpose Statement:**

The Vice President for Instructional Services shall work under the direction of the College President and shall assist the College President by directing, coordinating, and supervising the total instructional program of the College which includes degree and certificate programs, the Library, Campus Life, Academic Support and Auxiliary programs as specified by the President.

**Reports to:**

College President

**Supervises:**

APT, Faculty, and Colorado State Classified Employees

**Essential Functions:**

10% Directing, coordinating, supervising, and evaluating the work of the Deans and Program Directors assigned to the Division of Instructional Services.

2% Directing a program of recruitment of Instructional Services personnel, insuring implementation of affirmative action procedures.

12% Directing the total program of Instructional Services, including curriculum revision, improvement, and expansion or contraction.

2% Directing and supervising programs of instructional staff orientation, evaluation, and professional development.

8% Coordinating representation of the College in instructional, curricular, and programmatic matters with the Colorado Commission on Higher Education and the State Board for Community Colleges and Occupational Education, labor, business, industry, other colleges and universities, and appropriate State and Federal agencies.

3% Supervising the preparation of the collegecatalogand instructionally related brochures and assisting in the development of the Policy and Procedural Manuals.

2% Supervising the preparation of the master schedule of classes, instructional and room assignments.

2% Cooperating with appropriate administrative officials and instructional personnel to set standards for passing courses, for graduation, and for special honors.

10% Developing the total Instructional Services budget within the framework of the Vice President for Administrative Services' responsibility for development of the entire college budget.

5% Administering successfully the total Instructional Services budget.

2% Facilitating the development of long-range plans.

2% Serving as appointing authority for classified personnel for Instructional Services as provided in the Colorado State Personnel System Rules and Regulations.

2% Attending Council meetings as a member of the President's staff, and participating by reporting and discussing matters pertaining to the Instructional Services program and other items when requested by the President.

1% Serving as a member of the College Leadership Team.

1% Recommending exempt personnel (faculty and non-faculty) for employment to the President.

1% Supervising preparation of the College Calendar.

3% Establishing faculty workload criteria.

3% Supervising a program of continuing education to extend the offerings of the College into major work sites and neighborhood centers throughout the College service area.

2% Supervising a program of Instructional Services to active duty military personnel at selected defense installations to include a program for evaluation of military education, training, and work experience.

4% Supervising a program to provide career and technical education to high school students involved in the Area Vocational Programs to enhance their employability upon graduation from high school.

10% Supervising the operations of a Library, Advising Center, Campus Life, Distance Education, selected auxiliary programs and all other support functions assigned to the Instructional Services Division.

8% Supervising the operations of The Downtown Studio Campus, Rampart Range Campus, Centennial Campus, and other off-campus sites.

1% Assisting in the recruitment and marketing efforts of the College to enhance student enrollment activities.

2% Analyzing and monitoring the organizational structure to carry out the educational mission and making appropriate recommendations to the President.

2% Performing other duties as assigned.

**Knowledge, Skills, and Abilities:**

* Demonstrated ability to plan, organize and analyze complex programs and processes

* Demonstrated ability to coordinate the delivery of college level classes on campuses and at locations away from the home campus and via distance education.

* Ability to effectively supervise professional and non-professional staff

* Demonstrated leadership ability

* Knowledge of post secondary education procedures at the college and System level.

* Demonstrated ability to manage multiple projects simultaneously

**Education and Experience:**

* Earned Doctorate from an institution with regional accreditation status, or the equivalent experience which has provided the necessary understanding and skill level development required for the successful accomplishment of the duties of this position.

* Four years full-time, recent successful administrative and supervisory experience in higher education, or the equivalent.

* Three years successful teaching experience in a community/junior college, or a four year higher education institution.

* Demonstrated ability to work effectively with a diverse academic population as well as community groups.