



Job Description

Job Title: Vice President of Academic Affairs

JTC: ANI

Salary Range: E09

FLSA: Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Responsible for providing strategic and operational leadership for credit and non-credit instructional programs and instructional support services. In collaboration with faculty and division deans, responsible for policy development within academic programs. As the Chief Academic Officer, this administrator is expected to further develop the College as a center for academic excellence.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Experience leading and advocating for the academic division of the college. Knowledge and experience facilitating strategic planning, academic planning (including academic support areas), curriculum development, assessing institutional effectiveness and evaluating programs. Experience with implementing academic and student policies, practices and procedures.

Demonstrated ability to effectively solve problems and initiate and implement projects independently, while managing multiple priorities. Ability to think analytically and creatively to generate new ideas and establish well-defined goals that considers the priorities and goals of the College.

Foster close working relationships with others and promote an atmosphere of diversity and high morale. Experience, confidence, leadership and diplomacy to interact with all levels of college operations, partners in business, industry, education and local and state government leaders as appropriate.

Proficient with data, technology and knowledge of data analytics. Understand and respect the unique shared governance structure of the district that equally incorporates faculty, staff and student voices in the decision-making process. Demonstrated experience in program curriculum development, grant development and reporting.

Proven experience managing a budget and allocating resources and developing resources. Demonstrated commitment to diversity, equity and inclusion. Strong interpersonal, public speaking and writing skills to interact with individuals from multi-cultural backgrounds. Strong knowledge and experience providing effective customer service.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.



MINIMUM KNOWLEDGE AND EXPERIENCE

Master's degree is required. Earned doctorate is preferred. Four (4) years of full-time community college teaching experience. Additional four years of full-time experience as an instructional administrator in a community college environment. Must have valid driver's license for off-site travel. Official transcripts are required. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. *****

ESSENTIAL DUTIES AND RESPONSIBILITIES

Primary responsibilities include planning, development, implementation, evaluation and improvement of credit and non-credit instructional programs and curricula. Makes recommendations to the President for hiring faculty with input from the executive deans, college faculty and staff. Formulates, interprets and implements policies, and procedures.

Responsible for the selection, training and evaluation of key administrators of instructional divisions, technical occupational programs, continuing education programs, the Learning Resource Center, Early College High School and Dual Credit. Responsible for the services provided by these departments.

Develops and maintains strong internal and external relationships to further college and district goals and to shape future programs and build strong community alliances. Responsibilities include the direct supervision of key personnel in direct instruction and instructional support areas. Assures compliance with related programs and governmental rules, regulations and policies.

Supervises the formulation of class schedules and serves as an advisor in the development and revision of the college catalog. Develops, implements and monitors the budget for all instructional services within the college allocation. Identifies and pursues alternate funding sources where appropriate. Executes a staffing plan to meet requirements through selection, training, evaluation and supervision of assigned staff.

Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks and participates in internal and external meetings and seminars. Must have excellent listening, oral and written communications to communicate with a diverse array of stakeholders and constituents within the DCCCD community network.

Supervises two or more full-time employees.

Performs other duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.