

# **FORT SCOTT COMMUNITY COLLEGE**

## **Position Description IN01**

**NAME:** **JOB TITLE:** Vice President of Academic Affairs

**DIVISION/DEPARTMENT:** Instruction

**RESPONSIBLE TO:** President

**MONTHS PER YEAR:** 12 **HOURS PER WEEK:** Exempt **UPDATED:** May 2023

### **CREDENTIALS:**

- Doctorate preferred, Master's required
- Five years full-time teaching experience in higher education
- Significant senior-level academic, administrative and leadership experience serving a diverse student population
- Community college experience is highly preferred
- Demonstrated experience in and commitment to working collaboratively with faculty and academic staff, and experience in a collective bargaining environment
- Experience with regional and specialized accreditation agencies, curriculum development and implementation
- Proven track record of effective budget and resource management linked to institutional and departmental planning and assessment
- Practical experience using data to support Academic Affairs initiatives
- Demonstrated commitment to inclusivity and diversity and an ability to lead organizations that value and respect differences. Ability to resolve conflicts and build consensus. Effective internal and external relationship-building skills
- Demonstrated ability to develop and sustain strong relationships leading to strategic partnerships with other members of the education community (e.g., K12, University, and other community colleges).
- Proven knowledge of, and expertise in, working with business and community to identify and advise on the design and delivery of academic programs aligned to workforce and/or community needs.
- Proven track record of establishing, maintaining and preferably leading effective relationships with members of state government, education systems, counterparts at other similar institutions, elected officials, etc.
- Excellent oral and written communication skills

### **JOB PURPOSE:**

Vice President for Academic Affairs is responsible for providing effective leadership and guidance for all academic areas including: instruction, curriculum, student learning, assessment and planning, accreditation, scheduling, distance learning, academic policies and procedures, and faculty support.

### **SUPERVISORY RESPONSIBILITIES**

Hiring, training, faculty and staff development, taking disciplinary action, assigning work (curriculum, accreditation, program review) establishing work unit budgets, approving salary changes, recommending terminations, curriculum, accreditation, program review, long range planning

## **MAJOR DUTIES AND RESPONSIBILITIES:**

1. Supervise all curriculum activities, including
  - A. Plan, develop, implement and supervise instructional programs to ensure best practices and high educational standards are met
  - B. Evaluate faculty members and directors by class visitations and consultations with individual faculty and directors
  - C. Plan, in coordination with other administrators and faculty, the schedule of classes including room assignments, and final examination schedules
  - D. Plan and provide for orientation and inservice education of new faculty and directors
  - E. Evaluate instructional programs according to standards established by the college
  - F. Encourage and stimulate professional growth of faculty members and directors
  - G. Recommend to the President teaching personnel for employment, retention and assignment
2. Assist in formulation of college policies and special reports for presentation to the President and Board of Trustees
3. Provide oversight for assessment of Student Learning Outcomes and college-wide accreditation
4. Advocate and promote quality instruction, student success, integrated planning, and the expansion of Student Learning Outcomes to meet the educational needs of students
5. Work with community groups, educational entities, business, industry, government and legislative bodies to develop partnerships which result in improved service to students and the community
6. Work with the instructional staff in development of educational programs and course offerings
7. Work in close relationship with the Vice President for Student Services and Registrar regarding pre-enrollment, regular enrollment, counseling and testing programs
8. Represent FSCC as the Chief Instructional Officer at state meetings and conferences, serve on committees, commissions, and other activities, make presentations at meetings, workshops and events as assigned
9. Act as the officer in the recruitment and selection of faculty, and recommend to the President the employment of those selected
10. Prepare, submit, and monitor the annual budget for areas of responsibilities
11. Supervise Division Chairpersons and respective departments/divisions
12. Plan, prepare and supervise instructional budgets with recommendations from division chairpersons
13. Supervise committees including Curriculum Committee and Academic Affairs Committee
14. Coordinate the development of the college catalog
15. Understand and promote the role and use of technology in the instructional environment
16. Establish and maintain an orderly but flexible pattern of selection of instructional textbooks, professional library items, and other teaching media
17. Monitor professional personnel files
18. Formulate a handbook for teaching faculty
19. Encourage interest in academic clubs and activities as a part of the total learning experience
20. Represent college at meetings with secondary schools, and postsecondary institutions
21. Liaison with secondary and post secondary schools to coordinate course offerings and facilitate transfer of students.
22. Supervise all areas of accreditation with HLC, delegating specific areas to responsible employees
23. Participate in open sessions of the Board of Trustees and in closed sessions as needed
24. Perform other duties as assigned by President

Reviewed by Supervisor: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

All job descriptions are subject to revision based on changing needs of the college.