

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: VICE PRESIDENT - ACADEMIC AFFAIRS

PAY GRADE: A-4

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

To provide executive leadership and management for the instructional function of the college.

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable, and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: A Doctorate from a regionally accredited university is required.
2. Years of experience in the field: Six years of experience in progressively responsible positions in education, including teaching experience and two or more years as a supervisor are required. Experience with both liberal arts and workforce programs preferred.
3. Special skills or abilities related to the position: Positive human relations skills. Knowledge of comprehensive instructional services and programs for community colleges to promote student learning. Understanding of the college mission, goals, and objectives of the instructional unit. Knowledge of community needs relating to instructional services. Knowledge of state regulations pertaining to educational programs and, in particular, those offered at community colleges. Knowledge of accreditation standards. Working knowledge of effective management techniques, with evidence of sound management and supervisory skills. Program leadership skills.

Ability to establish and maintain effective working relationships with the community and employees of the college. Ability to assess instructional programs and recommend improvements as needed. Ability to implement and evaluate policies and procedures relating to instruction. Proficiency in communications skills.

ESSENTIAL JOB FUNCTIONS:

1. Provide leadership in long-range planning and implementation and evaluation of policies and procedures relating to all instructional programs and services of the college.
2. Assist the president in coordinating the instructional programs of the college.
3. Coordinate instructional planning and curriculum development, which includes supervising the planning, management, and evaluation of all instructional programs.
4. Responsible for developing and recommending policies and procedures that will improve the effectiveness of the instructional programs.
5. Collaborate with the Vice President for Workforce Development and Innovation to recommend degree and non-degree program developments, changes, and closures in alignment with local, regional, and state guidance.
6. Provide periodic assessments and assist in the accreditation process for all programs and services.
7. Plan, direct, supervise, and evaluate the work of assigned staff.
8. Collaborate with the vice president for Student Affairs in developing and implementing dual enrollment and articulation agreements with school systems in the college district.
9. Work with representatives from colleges and universities on educational program articulation agreements in collaboration with the Vice President for Workforce Development and Innovation.
10. Assist in the development, approval, and implementation of programs taught out-of-district and/or abroad.
11. Develop, administer, and monitor the operating budget for all divisions within the instructional unit and in collaboration with the Vice President for Workforce Development and Innovation for Health Sciences, Criminal Justice, Business and Technology, and Education; including baccalaureate programs and non-degree programs.
12. Lead collegewide implementation of legislative changes to ensure institutional compliance
13. Assist the president with prioritizing and monitoring leadership team effectiveness to ensure assigned objectives are met in a timely manner.
14. Due to the scope of responsibility of this position and the need for the college to communicate both during the weekday and after regular work hours, the employee must possess a cell phone and provide the number to Human Resources, the immediate supervisor, and the President.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without a hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting, and bending.

ENVIRONMENTAL CONDITIONS:

- Works inside an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: OCALA CAMPUS, BLDG. 1

SUPERVISOR OF POSITION: COLLEGE PRESIDENT