

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: VICE PRESIDENT ACADEMIC AFFAIRS

PAY GRADE: A-20

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

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

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Doctorate from a regionally accredited university required.
2. Years of experience in 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 position: Positive human relations skills. Knowledge of comprehensive instructional services and programs for community colleges to promote student learning. Understanding of the college mission, and of 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 to 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 and services.

ESSENTIAL JOB FUNCTIONS (Continued):

4. Responsible for developing and recommending policies and procedures that will improve the effectiveness of the instructional programs.
5. Provide periodic assessment and assist in the accreditation process for all programs and services.
6. Plan, direct, supervise and evaluate the work of assigned staff.
7. Collaborate with the Vice President for Student Affairs in developing and implementing dual enrollment and articulation agreements with school systems in the college district.
8. Work with representatives from colleges and universities on educational program articulation agreements.
9. Assist in the development, approval and implementation of programs taught out of district and/or abroad.
10. Develop, administer and monitor the operating budget for all divisions within the instructional unit.
11. 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.)

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.

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

PRIMARY LOCATION OF JOB: Building I (Founders Hall), Ocala Campus

SUPERVISOR OF POSITION: College President