



## Job Description

**Job Title: Vice President of Instruction**

**JTC: A57**

**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 all instructional activities of the college including credit and non-credit programs and instructional support services. Include the direct supervision of key administrators in the instructional areas.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Strong academic and administrative credentials with an innate understanding that teaching and learning are the focus of the college and deserving the highest level of support. Demonstrated experience with innovations in instruction, such as e-learning, guided pathways, and contextual instruction. Knowledge of district policy and procedures for faculty recruitment, evaluation, and professional development.

Well development management and supervisory skills that provide leadership and direction to the key areas of administrative oversight. Demonstrated experience at working successfully in a multicultural, diverse student and college environment. Accomplished leader of the highest integrity who embraces positive change and works with colleagues in a spirit of partnership, transparency and fiscal responsibility to facilitate the advancement learning.

Demonstrates intercultural competence, including an awareness and understanding of systemically underrepresented populations and creating an educational environment that affirms commitment to equity and inclusion. Strong collaborative interpersonal skills and the ability to build positive and effective relationships and teams across the campus with administrators, faculty, staff and external constituents.

Demonstrated successful experience in strategic enrollment management and planning approach. Proven ability to collaborate with individuals and teams from diverse backgrounds, funding agency officials and business/industry/community leaders. Strong project management and coordination skills with advance problem solving and decision-making experience. Knowledge of accreditation standards and institutional reporting processes related to accreditation.

Ability to plan and implement new academic programs and learning support services to maximize student success. 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

Earned doctorate is preferred. Master's degree is required. Four (4) years of experience is required, including: 1) administrative leadership in a community college, higher education institution, and/or related environment, 2) demonstrated experience in educational program and/or curriculum design and development, and 3) a minimum of two years of teaching. 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

Responsibility for planning, development, implementation and evaluation of credit and non-credit instructional programs, including the development and revision of curriculum and textbook adoption. Responsible for implementing policies and procedures as determined by the DCCCD Board of Trustees and the rules, regulations and laws of state and federal agencies as they relate to the instructional programs of the college.

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

Assumes a primary role in the recruitment and recommendation of instructional personnel for approval by the President. Develops, implements and monitors the budget for all instructional services within the college allocation.

Supervises the formulation of class schedules and serves as an advisor in the development and revision of the college catalog, instructional brochures, etc. Initiates and coordinates institutional research related to the instructional program.

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.*