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**JOB TITLE:** Vice President of Academic Affairs (Chief Academic Officer)

**DEPARTMENT:** Academic Affairs

**FLSA:** Exempt

**LOCATION:** Union Campus

**LEVEL:** 301

**REPORTS TO:** College President

**DATE:** 1/24/20; 4/18/2018; 1/1/2016

**POSITION SUMMARY:** The Vice President of Academic Affairs (Chief Academic Officer) is responsible the core teaching and learning activities, curriculum and degree programs, distance learning and learning support and leadership in institutional and program accreditation.

**EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS:** *(A comparable amount of training, education or experience may be substituted for the minimum qualifications.)* Completion of Master's Degree in an academic discipline, higher education administration, or a related field; terminal degree preferred. Full-time teaching experience, preferably at a community college, significant and progressively responsible experience in academic administration.

**ESSENTIAL TASKS:** *Employee must be able to perform the following essential functions to the satisfaction of the employee's supervisor.*

- Manage teaching and learning; with the faculty, develop effective teaching tools and strategies; promote practices that lead to student learning, retention and completion.
- Provide effective faculty development training and workshops for all faculty; provide timely and effective training to adjunct faculty.
- Develop appropriate programs of study; assist faculty in curriculum development; work with Academic Council.
- Supervise all personnel assigned, recommending selection, retention, promotion and discharge as appropriate and/or as recommended. Use observation and evaluation to assist faculty in providing improved learning experiences.
- Provide leadership in the assessment of student learning and program/course improvement. Produce an annual assessment report.
- Maintain and develop academic policy and procedures.
- Plan, design, and implement policies and projects associated with instruction.
- Administer student appeals regarding academic suspension & disciplinary issues.
- Participate in the preparation and evaluation of the college catalog, faculty and student handbooks and other publications.
- Provide leadership in institutional accreditation activities and program accreditation activities.
- Manage distance learning operations, offerings and regulation.
- Coordinate dual credit and dual technical credit coursework.
- Prepare, recommend and administer division budgets, approving all expenditures
- Lead efforts in improving developmental education programming and student success
- provide leadership in overseeing a diverse and educational program of fine and performing arts activities and events.
- Manage student complaints related to classroom teaching and learning; oversee grade appeals.
- Lead efforts in new program development and promoting articulation. Develop and maintain partnership agreements.
- Participate in Facility and technology planning, conduct departmental, divisional and program planning activities,
- Managing schedule of course offerings, their rotation and coordination between sites.
- Serves as a member of the President's Cabinet.
- Conduct college business in a professional and ethical manner that includes the College's core values of integrity, diversity, empowerment, service, learning and collaboration.
- Communicate effectively in a professional, tactful and courteous manner with students, employees, faculty and the general public.

- Ensure that all activities are conducted within the established College policies, FERPA guidelines and other applicable laws pertaining to employment and education.
- Perform assigned responsibilities, other related duties, and tasks according to established practices, procedures, techniques, and standards in a safe manner and with minimal supervision.

#### **KNOWLEDGE, SKILLS, and ABILITIES:**

Knowledge of department and college policies, procedures, and practices with the ability to answer work related questions; and/or interpret and apply these guidelines correctly in various situations; understand ECC student population and its related needs; know and understand the college's general education program as well as other related curricula; understand the purpose of a developmental program of studies and its ability to advance student learning; the applicability of assessment data; accrediting agencies and their needs; the unique relationship between the college and community; the needs of the student population. Know a certain amount of accrediting, hiring, and other statutory policies. Know college policies. Know and understand the college budget and related processes; thorough knowledge and understanding of the community college mission

Ability to manage large numbers of faculty and staff with varying experiences, needs and wants; the ability to assess situations and react with the appropriate level of intervention or attention; ability to organize, plan and conduct various campus and off campus events; to effectively conduct faculty interviews and evaluations; to manage conflict effectively; to apply appropriate perspective to situations; to prioritize conflicting demands on time and person; the ability to see the connectedness of instruction to other operations at the college; the ability to assess student situations and intervene as needed; the ability to assess individual's strengths and weaknesses and match with campus needs; the ability to apply creative solutions to the multitude of daily situations which arise. The ability to move from task to unrelated task seamlessly; the ability to understand the diverse demands placed on this office.

**LEADERSHIP and COMMUNICATION SKILLS:** Formulate and issue policies, procedures, and instructions; responsible for long- term planning within an agency, department or division; provide leadership, management and team building; effectively use interpersonal skills, follow through with duties, provide attention to detail, and demonstrate the ability to motivate others; communicates through negotiation and consensus building to exchange ideas, information, and opinions or develop decisions, conclusions, or solution; effective communication skills, both oral and written including the development and implementation of complex proposals and presentations; use creative facilitation and conflict resolution skills to resolve difficult and sensitive issues; understand and implement shared governance, and collaborative decision-making processes within and across division/department lines; effect innovative solutions to management and operational issues.

**DECISION-MAKING and ANALYTICAL SKILLS:** Decision-making is the primary aspect of the job, affecting organization, related organizations, and major segments of the general population; Apply principles of logical thinking to define problems, collect data, establish facts, and draw valid conclusions; ability to use independent judgment and discretion; perform executive or expert professional work to establish policy, long-range plans, and programs; identify funding sources; and allocate funds.

#### **EQUIPMENT/SOFTWARE:**

Utilize current College and/or department information technology equipment, software and programs; standard office equipment and office machines such as telephones, fax machines, or copiers and department specific equipment. Proficient with Microsoft Office (Word, Excel, Outlook). Utilize College's LMS and Ellucian.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:** *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

**Environment:** Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor. The employee may be required to work or meet in the evenings and/or on weekends. The employee may be required to travel out-of-state as well as locally to participate in meetings, conferences, and other activities related to the operations of the colleges.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to lift, carry, push, and/or pull up to 10 lbs; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard.

**POSITIONS SUPERVISED:**

Faculty, adjunct, deans, division chairs and staff assigned to the division.

**SIGNATURES:** *This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to the job.*

I have read and reviewed the above job description with my immediate supervisor. This job description has been designed to indicate the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required for the job.

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Employee Signature/Date

**NOTICE OF NON-DISCRIMINATION:** *East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status. Inquiries related to employment practices may be directed to Human Resources Director at 636-584-6710. East Central College is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to individuals with disabilities.*