Job Posting

Vice President of Instruction

Date Posted: 4/5/2022
End Date: Until Filled

Cisco College is accepting resume packages for the position of Vice President of Instruction. This position requires a Master’s degree (Doctorate Degree preferred); 3 years’ experience in an administrative position at a 2 year college; documented experience developing, organizing, and implementing new educational programs, projects, and/or curriculum; proven ability to collaborate effectively with faculty, staff and administration; and excellent written and verbal communication skills. Also required is the commitment to and advocate for the Cisco College philosophy. This is a position that requires the ability to work in a busy environment with varied hours with some travel. Complete job description is attached. This is a full time position with a generous benefit package. Benefits are listed on the Cisco College Website under the Employment section.

A complete resume package includes a Letter of application, Cisco College Application (located on the Employment Page of our website at www.cisco.edu), College Transcripts, Professional Resume, Written Philosophy of Educational Leadership, and 5 professional references with phone numbers. Please ensure all required documents are included with your submission.

Complete resume packages may be submitted to the following address or email:

Laurie Kincannon
Director of Human Resources
Cisco College
101 College Heights
Cisco, Texas 76437
Office: 254-442-5121
humanresources@cisco.edu

Cisco College is an Equal Opportunity Employer
Job Title: Vice President for Instruction
Reports to: President
Last Updated: 04/01/2022

Job Summary

The Vice President for Instruction (VPI) serves as the college’s chief academic officer. The VPI provides strategic leadership for areas of instruction, curriculum, assessment, faculty development, distance learning, and dual credit programs. In addition, the VPI provides leadership for the development of transfer and articulation agreements with universities and colleges to which students transfer and collaborates with business and industry community, and educational partners for the development of high-quality instructional programs. The VPI develops educational opportunities including credit and non-credit programs for partnering school districts. Ensures compliance with applicable laws, rules, regulations, and requirements related to community college instruction and pathways. The VPI serves on the President’s Executive Council and provides a positive image to the communities in Cisco and Abilene when representing the College to officials and organizations throughout the area. The VPI works closely with the President, Vice Presidents, and Deans of the College in carrying out the College’s Mission and Strategic Plans.

The VPI must demonstrate a commitment to the comprehensive role of the community college as described in the college’s Mission statement. The VPI must work collaboratively with college personnel and the public, and must follow all College policies, rules and regulations as they relate to this position.

ESSENTIAL DUTIES

- Provides leadership for ensuring that the College designs, develops and delivers a comprehensive array of instructional programs and services which fulfill the institutional mission in such areas as developmental education, general education, transfer education, distance education, career and technical training, workforce development, economic development, continuing education, and community service.
- Plans, designs, develops and delivers college-wide education programs and services that implement the goals of the College.
- Provides leadership for evaluating and ensuring quality in all aspects of the College’s instructional and educational programs, and staff; provides leadership and direction for engaging faculty and staff participation in support of college-wide educational priorities, including new program enhancements/development, program review, curriculum and articulation initiatives, distance education, and assessment of student learning outcomes.
- Recommends, develops and implements instructional policies, procedures and practices which foster and promote student learning throughout the organization; recommends organizational structures, personnel and resources to ensure a student-centered, learner centered environment at all levels.
• Serve as a member of the President’s Executive Council and works collaboratively to support the mission of the College through this leadership team.

• Provides operational and consultative assistance to the President in a variety of initiatives, continually scans the environment for opportunities to strengthen services across the college. Keeps the President informed on College affairs. Meets regularly with the President to review and establish priorities.

• Strives to ensure a positive image of the College is consistently portrayed by working closely with the President and the Director of Marketing and Public Relations regarding questions, concerns and correspondence, as they arise from students, faculty, staff and the public.

• Resolves student, faculty, and Dean's issues and academic appeals through collaboration with faculty, and staff and through the appropriate appeal processes.

• Develops and pursues professional relationships with area ISD's, higher education institutions, business and industries, and community organizations to increase educational partnerships that expand the college's ability to serve the community and determine educational needs within the college's service area.

• Participate in community and organizational activities/events as an official representative of the College and/or the President, as required.

• Strive to ensure completion of special projects and assignments as directed by the President of the College, including implementation of administrative decisions and directives.

• Make recommendations to the President regarding personnel decisions and the allocation of financial resources for areas of supervision.

• Monitors and administers area budgets. Implements budget controls and performs needs assessments for development of annual budgeting recommendations. Presents the annual budget to the Executive Leadership Team.

• Maintain an effective organization through selection and development of personnel ensuring that credentials and skills are clearly established. Mentors new employees and provide orientation to the College for new staff within areas of supervision. Evaluate all personnel who report directly to the VPI.

• Ensures that faculty and programs remain compliant with all applicable internal and external rules, regulations, guidelines, and requirements, including SACSCOC, GIPWE, THECB, and WECM, as well as with Board policies and administrative procedures.

• Participates in the hiring process for the selection of full-time faculty, administrators and staff and collaborates with the President to determine final hiring recommendations as appropriate.

• Oversee Workforce and Continuing Education and develop positive working relationships with local business and industry representatives. Actively recruits training opportunities for Cisco College to provide training services for local employers.

• Participate with the College’s assessment and institutional effectiveness programs to develop a more effective learning environment and to improve student learning, and to collaborate with the Director of Institutional Effectiveness, Assessment, and Strategic Planning in achieving improvements in this area.

• Strive to achieve an on-going program of personal professional development.

• Maintain an open door policy for students and employees in regard to current issues.
• Leads and/or participates on various college and community committees, meetings, and conferences.
• Serves as Chair of the Academic Leadership Team consisting of Deans and other instructional leaders.
• Facilitates communication among all departments within the college.
• Serves on regional, statewide, and/or national committees and boards.
• Perform other duties as assigned by the President.

**Development and Grants:**
• Provide leadership to Director of Development and communicate to the President plans for fund raising initiatives.
• Perform research on corporations, foundations, and individuals to determine their history, ability, willingness and propensity to provide grants to Cisco College.
• Search and become knowledgeable of appropriate Federal and State grant opportunities.
• Become familiar with grant opportunities at other community colleges and monitor their success.
• Maintain and develop expertise of laws and regulations governing donations to public institutions of higher education.
• Assist in maintaining Cisco College’s mailing list.
• Working in conjunction with the Director of Development, establish and maintain relationships with donors and potential donors.
• Identify, develop, and facilitate the establishment of strategic alliances with other colleges businesses to increase the chance of success in developing collaborative grants.
• Provide leadership, oversight, and, if necessary, participate in college events to promote Cisco College to the public and the communities we serve.
• Perform other duties as assigned by the President.

**Direct Supervision**

• Deans
• Director of AEC Operations
• AEC Security
• AEC Information Clerks
• Director of Career Services
• P-16 Regional Council Program Director
• Director of Development
• Directory of Marketing, Media, and Public Relations

**Shared Supervision**

• Dean of Workforce and Economic Development
• AEC Business Office
• AEC Admissions Office
• AEC Financial Aid Office
Minimum Qualifications

- Three years of experience in an administrative position in the two-year college setting.
- Documented experience developing, organizing, and successfully implementing new programs, projects, and/or curriculum.
- Excellent written and verbal communication skills.
- Proven ability to collaborate effectively with faculty, staff and administration.
- Commitment to and advocate for the Community College Philosophy.
- Master’s Degree.

For candidates who do not meet the minimum qualifications, a combination of education and experience providing comparable knowledge and abilities will be considered.

Preferred Qualifications

- Five years community college progressive administrative experience at the Dean level or above.
- Successful experience writing federal grants.
- Doctorate Degree.

Working Conditions

- Busy working environment with numerous interruptions.
- Additional working hours with varied times and days.
- Some travel required.

Application Requirements

- Letter of application
- Cisco College application
- College Transcripts
- Professional Resume’
- Written Philosophy of Educational Leadership
- List of five professional references with phone numbers