

Vice President for Instructional Services

Division	Instructional Services	Department	
Classification	Senior Administration	Revised	June 2003
Supervisor	President	Position #	Job Class

Statement of Primary Purpose

Chief academic officer - primary purpose is to provide leadership to the academic matters of the college.

Classification

Senior Administration

Essential Functions and Responsibilities

- Responsible for providing leadership and coordination of the academic activities of the college.
- Also responsible for related academic departments including the Learning Resource Center (Library), Evening and Weekend College, Distance Learning, and Concurrent Enrollment.
- Responsible for assuring instructional compliance with all college, state, and accreditation requirements.
- Develops new initiatives, curricula, delivery formats, and programs in response to market needs.
- Provides leadership for management of resources - both human and fiscal.

Additional Duties and Responsibilities

Minimum Qualifications

Education	Master's Degree
Knowledge and Skills	Administrative experience of the division chair/dean level. Teaching experience and a knowledge of and commitment to the community college.
Physical Demands	Average
Licensing Requirement	None

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Working Conditions and Environment (i.e., necessary travel, unusual work hours, unusual environmental conditions, etc.)

Equipment Operation

This position description covers the most essential functions and duties associated with this position. Other duties may be assigned by the President or appropriate supervisory personnel. The College reserves the right to alter duties, responsibilities, conditions, working hours, and job title as necessary.