SUMMARY

This position reports directly to the Vice Chancellor for Instruction and is responsible for district-wide planning and development of academic disciplines. Responsible for leading the institutionalization and sustainability of instructional best practices throughout the District. Directs system initiatives and coordinate college activities in support of Achieving the Dream principles, works with college deans to create and promote opportunities for students to participate in Freshman Success courses, Bridge courses and other proven instructional strategies for student faculty in-service, textbook and other district-wide instructional initiatives. Serves as liaison between Instruction and Student Services.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Assist Vice Chancellor with Instruction preparation and follow-up of all combined Deans’ meetings.

Provide leadership for the Division in collaborative activities with the Vice Chancellor for Student Success.

Lead the institutionalization and sustainability of instructional best practices throughout the District to maintain continuous improvement through transformational instructional initiatives.

Provide leadership to activities of the HCCS Honors Program and the HCCS Chapters of Phi Theta Kappa. Serve as system liaison for all other student honors organization.

Provide leadership for the activities of the HCCS Service Learning Program. Work with system committee to establish criteria for integration of service learning into academic courses, workforce programs, and student services activities. Serve on State Board for Texas Compact.

Provide leadership to the district-wide Development Education Council and administration of related grants. Oversee the progression of student success in Development Education.

Work with Academic Deans and Academic Discipline Chairs in development of new academic courses and certificate programs. (e.g. Latino Students, Global Studies, Women’s Studies, African-American Studies Program and Asian Studies)

Work with Deans to sponsor and coordinate regular activities/events to enhance student learning (e.g. lectures, concerts, art displays, festivals, etc.)

Work with Deans to coordinate student seminars and workshops. (e.g. seminars on study techniques, time management, stress management, and career exploration)

Assist Vice Chancellor Instruction with processes for award, follow-up and evaluation of faculty leave programs, including sabbatical, externship/internship and unpaid leaves of absence.

Work with Vice Chancellor Instruction to develop and maintain a comprehensive Web site.

Supervise the budget for Instructional Initiatives department and serve as the budget authority.

Provide vision, motivation, coordination and support to the Academic Discipline Chairs for the District and administer academic procedures as outlined by the Vice Chancellor for Instruction.

Provide leadership for the Discipline Chairs in preparation and presentation of Program Review at the Academic Deans’ meeting with the appropriate follow-up.

Provide leadership for district developmental education programs ensuring participation in NADE certification for all our developmental programs and monitor student success.

Collaborate with the Grant department to secure additional funding for our Developmental Education Initiatives.

Collaborate with HCC Center for Teaching Excellence to ensure and promote faculty development workshops, seminars, and guest speakers supporting the Developmental Studies Acceleration Agenda.
Participate in curriculum development, evaluation and revisions as requested by the Discipline Chairs. Coordinate with appropriate curriculum partners to ensure faculty is trained on all designated curriculum and institutional mandates for compliance.

Work actively with faculty to identify and collect data related to student learning outcomes and its Assessment for Progress Report every Feb. 15.

Monitor and plan with Institutional Research Department academic needs for the division.

Administer and supervise special projects as assigned by the Vice Chancellor for instruction

Promote the college efforts to develop community relations with external organizations, serve on national and statewide boards concerning academic affairs and student success initiatives, i.e., Texas Compact, Literacy Advance Houston, institute of Hispanic culture, World Affairs Council and Mildred’s Umbrella Theater.

Demonstrate commitment to continuous improvement of student success work closely with the Vice Chancellor of Student Services and all deans of the six colleges.

QUALIFICATIONS - To perform this job successfully, an individual must be able to perform the essential duties and responsibilities listed above. The qualifications listed below are representative of the education, experience, knowledge, skills, and/or abilities required.

EDUCATION
A minimum of a Master’s degree in a required teaching field offered by the college or in area of Educational Administration. (a doctorate preferred)

EXPERIENCE
A minimum of five (5) years of teaching experience at the college level

Prior experience as department chair or discipline chair preferred.

KNOWLEDGE, SKILLS, AND ABILITIES
Excellent interpersonal and communications skills

Good management and analytical skills

Knowledge of the philosophy/principles of the “Learning College”
Knowledge of the computer technology

Commitment to the goal of continuous improvement

Commitment to the values and mission of the community college

Commitment to diversity, social equity and equal opportunity

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

This job description may be revised upon development of other duties and changes in responsibilities.