CAPE FEAR COMMUNITY COLLEGE

ASSISTANT VICE PRESIDENT FOR INSTRUCTIONAL OPERATIONS

DEFINITION

To directly assist with planning future operations and execution of current operations of instructional programs. Monitor day to day instructional activities and coordinates space and time usage. Coordinates assigned activities with other college departments and outside agencies. Provides complex administrative support to the Vice President.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Vice President for Instruction.

Exercises direct supervision over Evening Coordinator, Evening Secretary/Receptionist, and part-time weekend and Hoggard coordinators.

ESSENTIAL AND OTHER IMPORTANT FUNCTION STATEMENTS--Essential and other important responsibilities and duties may include, but are not limited to the following:

Essential Functions:

Assist in the preparation of instructional schedules in coordination with the faculty deans.

   Establish and maintain planning time lines.

   Recommend priorities for allocating space.

   Coordinate with the Provost to compile and coordinate final schedules. (Class, faculty, and special use)

   Publish schedules on the College Intranet.

   Prepare and maintain a master planning calendar for the College.

   Coordinate with the Provost to prepare the master schedule with current and future schedules displayed visually.

   Supervise the maintenance of the Instructional Operations Log.

   Maintain appropriate records and reports.

Coordinates use of satellite campuses and temporary facilities (i.e. Shaw University and Hoggard HS) with the Business Office and Maintenance Department. Coordinate plans for scheduled maintenance and refit of existing shops and labs. Process requests for routine key, telephone, and computer service requests. Coordinate space to accommodate unscheduled maintenance in
Assistant Vice President for Instructional Operations

**Essential Functions (continued):**

Oversee the activities and operations associated with instruction; collect data and evaluate to ensure that operations meet the goals and objectives of the college and the needs of the student populations; establish and monitor program evaluation systems and procedures; assist in the conduct of external program evaluation as required.

Train, motivate and evaluate staff; establish and monitor employee performance objectives; prepare and present employee performance reviews; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Coordinate the execution of all credit and non-credit instructional programs to meet the needs of the college and student population.

Develop, implement, and coordinate the scheduling of classes including room utilization, class size, and instructor assignments to ensure an equitable allocation of course assignments; oversee the assignment of division office space.

Coordinate the assignment and duties of the Duty Administrators. Recommend coverage requirements for evening operations.

**Other Important Functions:**

Provide staff assistance to the Vice President for Instruction; prepare and present staff reports and other necessary correspondence.

Represent the college to the community and outside organizations.

Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Modern principles and practices of community college administration.

Organizational and management practices as applied to the planning, analysis and evaluation of programs, policies and operational needs.

Fundamentals and practices of budget preparation and administration.

Principles of supervision, training and performance evaluation.
Assistant Vice President for Instructional Operations

Knowledge of (continued):

Pertinent Federal, State, and local laws, codes and regulations.

Principles and procedures of program development and administration of instructional services.

Ability to:

Apply college policies, procedures, rules and regulations.

Select, supervise, train and evaluate assigned staff.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Prepare and analyze administrative and statistical reports, statements and correspondence.

Gain cooperation through discussion and persuasion.

Oversee and administer budgets.

Maintain effective audio-visual discrimination and perception needed for:

< making observations
< communicating with others
< reading and writing
< operating assigned equipment.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

< sitting for extended periods of time
< operating assigned equipment.

Maintain mental capacity which allows the capability of:

< making sound decisions
< evaluating the effectiveness of personnel and programs
< demonstrating intellectual capabilities.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course
of work including college and government officials, community groups, and the general public.

Assistant Vice President for Instructional Operations

**Experience and Training Guidelines:**

**Experience:**

Two to three years of administrative experience in a community college and knowledge of general college operations.

**Training:**

Equivalent to a bachelor’s degree from an accredited college or university with major course work in education, business or public administration, or a related field. Master’s degree preferred.