



THE COMMUNITY COLLEGE OF BALTIMORE COUNTY
JOB DESCRIPTION

Name: VACANT
PCN: 001226
Supervisor's Title: President, Community College of Baltimore County – Dr. Sandra Kurtinitis
FLSA Status: Exempt
Pay Grade:

Class Title: Vice President, Instruction
Job Family: Executive
Class Description: Lead administrator for advancing the College toward the learning-centered community college. Administrative responsibilities include providing leadership in the development, implementation and management of academic and faculty policy, student development policy, curriculum, continuing education and contract training, program development and the review, strategic and operational planning and resource allocation. Collaboration with other members of senior management, deans of instruction and student development to establish comprehensive academic and student development programs throughout the CCBC system. Providing leadership for achieving and sustaining diversity in all aspects of CCBC life in developing a diverse faculty and staff; and participating in faculty and staff development and student relations issues.

Minimum Requirements: Earned Doctorate required. Ten years of progressive experience in an educational environment; community college experience strongly preferred. Five years of successful supervisory experience in directing multiple instructional programs, faculty and staff at an institution of higher education. Teaching experience within higher education, preferably at the community college level. Successful experience serving as a chief academic officer reporting to the college president.

Demonstrated and progressive track record in the administration of instructional programs in higher education. Developing, implementing and supervising instructional programs and departments. Interpreting and applying research finding to student learning outcomes, program review, and college-wide planning budgeting.

Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic background of College staff, faculty and students.

Skills, Knowledge & Abilities:

- Expert communication skills, with demonstrated ability as an excellent interpersonal and discretionary communicator, working effectively and cooperatively with diverse constituents within a participatory governance environment.
- Superior written/oral communication and presentation skills, exhibiting the ability to communicate persuasively in positive or negative situations; and possessing



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the ability to advocate on behalf of the division and the college with internal and external stakeholders.

- Ability to exhibit a commitment to integrative management and systems thinking
- Ability to work well with cross-functional teams, to foster teamwork, and be an effective problem setter/solver
- Ability to lead/manage system changes
- Demonstrated skill in planning and prioritizing work activities; setting goals and objectives; delegating authority as appropriate; and developing realistic actions plans
- Ability to handle multiple projects and meet deadlines
- Significant experience planning and managing budgetary and labor needs

Class Essential Duties:

Serves as a member of the President's Senior Staff Committed to:

- Serve as an instructional leader, functioning as part of a senior level management team that fosters pride and excellence in the institution;
- Ensure that all of the courses and programs offered, support services, resources and systems in support of the College's mission of affordability, accessibility and quality for all students and are constantly assessed and revised to achieve and maintain state of the art currency;
- Advance the core principles of the College's mission, vision and strategic priorities, providing leadership and opportunity in this area for all staff, setting a high standard of performance for both self and staff, supporting their achievement while modeling behavior supportive of institutional values and goals;
- Ensure effective communication throughout the Instructional areas and the College Community.
- Actively support the teaching and learning process, working to create and support a student-centered environment.
- Work actively with other areas of the College to ensure a spirit of College-wide collaboration, collegiality and teamwork.
- Embrace and support the principles of diversity through daily performance of duties and responsibilities.

Position Specific
Essential Duties:

1. Serve as a member of the President's Staff to manage and establish direction and leadership consistent with the College mission.
2. Plan, organize, administer, and evaluate the college's curriculum, instructional programs and learning resources.
3. Initiate and lead the College's work in instructional effectiveness assessment, programs and learning resources.
4. Establish goals and objectives for the instructional division that are consistent with the College mission.
5. Lead the development and implementation of student learning outcomes and assessment in accordance with accreditation standards.
6. Provide assistance in developing the enrollment growth plan and related instruction facilities for the College.
7. Develop annual budget recommendations according to established procedures;



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- allocate, monitor, and control assigned program budgets and expenditures.
8. Oversee and provide leadership for instructional faculty and staff.
 9. Assist in identifying and securing appropriate institutional resources to support professional development of faculty and staff.
 10. Provide advisory recommendations to the President on all academic appointments, tenure and promotion matters.
 11. Remain knowledgeable of instructional service issues in community colleges including articulation issues with 4-year colleges and universities.
 12. Responsible for developing and maintaining positive relationships with external business and appropriate community organizations. Serving as institutional liaison to external business and appropriate community organizations.
- Essential Job Duties are intended to be examples of duties and are not intended to be all inclusive. There will be other duties as assigned.

Core Responsibilities:

Productivity & Efficiency: Produce the required volume of high quality and accurate work.
Teamwork & Leadership: Work actively within the department and other areas of the college to ensure a spirit of college-wide collaboration, collegiality, civility and teamwork.
Supports Cultural Diversity & Sensitivity: Address and support the principle that "diversity is everybody's business" through the daily performance of duties and responsibilities. Be inclusive on a daily basis by being respectful of individual differences as well as opinions of those who are affected by decisions.
Integrity: Be honest and trustworthy in interactions with others.
Planning & Organizing: Plan and manage time so job responsibilities are accomplished.
Communication Skills: Use effective oral, written and electronic communication skills that promote positive relationships.
Job Knowledge: Seek, master and effectively use relevant knowledge and technical skills to fulfill job role.
Dependability: Carry out and follow through on work projects in order to meet commitments and deadlines. Adhere to time frames, and arrive to work, meetings and appointments on time and prepared.
Problem Solving: Use effective problem-solving and decision-making skills to find and implement solutions.
Initiative: Be proactive and take initiative in day-to-day activities.
Service: Support the teaching and learning process; actively work to create and support a student-centered environment. Provide flexible, responsive and high quality service to all students, staff or community members, and seeks continual improvement of current practices and procedures.
Adaptability: Adjust to multiple demands, shifting priorities, and unexpected events. Accept new ideas and approaches to work.
Accountability: Accept responsibility and ownership for decisions, actions and outcomes.

Environmental
Conditions and Physical
Requirements:

Typical Working Conditions:

Indoor environment/Outdoor environment

Physical Requirements:

Standing under 1/3 of the time. Walking under 1/3 of the time. Sitting under 1/3 of the time. Talking or hearing over 2/3 of the time.

This position does not involve lifting.

Vision Requirements:

This position has no special vision requirements.



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I acknowledge that I have been given a copy of my job description. I have read, and been afforded the opportunity to ask questions related to my job description.

Print Name

Signature

Date