

**PANOLA COLLEGE  
JOB DESCRIPTION**

<b>JOB TITLE:</b>	Vice President of Instruction	<b>FLSA status:</b>	Exempt
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<b>DEPARTMENT:</b>	Instructional Administration	<b>REPORTS TO:</b>	President
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**Position summary:** Under indirect supervision, directs the institution's instructional programs at all locations. This position reports directly to the President, keeping him/her abreast of all planning, organizing, staff and development of Panola College's instructional programs in the service area.

**Position responsibilities:**

- Recruit and select new faculty members and make recommendations to the College President regarding the appointment, promotion, or dismissal of full-time faculty.
- Supervise teaching schedules and assign classrooms for all instructional programs.
- Preside over meetings of the faculty.
- Direct faculty development activities.
- Verify personnel records of faculty.
- Supervise curriculum, courses, and methods of instruction.
- Monitor and collect institutional effectiveness data from all divisions.
- Prepare and monitor budget for supplies and equipment in instructional program.
- Advise faculty on grading methods, attendance regulations and teaching strategies.
- Adjust teaching loads of faculty members and make overload assignments.
- Establish and administer orientation program for new faculty members.
- Evaluate full-time faculty.
- Approve textbook list submitted by faculty.
- Approve objectives and supervise development of syllabi. Maintain permanent files of syllabi for all courses.
- Recommend deletions or additions to approved course list.
- Prepare an annual report on the status of educational programs for submission to College President.
- Approve candidates for graduation; work with Student Services office to plan and conduct commencement ceremony.
- Be responsible for drafting and editing faculty and adjunct faculty handbooks.
- Verify academic eligibility of athletes.
- Compile and distribute periodic reports to state agencies, examining boards, and accrediting associations.
- Work to improve faculty morale and develop a sense of community with the entire college staff.
- Coordinate effective public information activities regarding the instructional phase of the College in cooperation with public relations officer.
- Assist the College President at his/her request.

**Minimum Position Requirements:**

- Master's degree with at least 5 years experience directly related to the duties and responsibilities specified. Doctorate degree preferred.

**Knowledge, Skills, and Abilities Required:**

- Strong interpersonal and communication skills.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Ability to foster a cooperative work environment.
- Ability to analyze and assess training and development needs.
- Skill in budget preparation.
- Skill in evaluation of instructional programs.
- Employee development and performance management skills.
- Skill developing performance management systems.
- Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.
- Knowledge of alternative dispute resolution processes.

- Skill in developing and conducting employee information/orientation sessions.

**Physical Demands and Work Environment:**

- Work is normally performed in a typical interior/office work environment.
- No or very limited physical effort required; however, the employee must occasionally lift and/or move up to 15 pounds.
- No or very limited exposure to physical risk.