

Job Title:	Vice President of Academic Affairs	Job Number:	PRES-0008
Department:	President – Academic Affairs	Job Grade:	41
Reports To:	President	FLSA Status:	Exempt

Job Purpose and Objectives:

Responsible for supervising, developing, monitoring and evaluating educational programs at Labette Community College.

Supervisory/Management Responsibilities:

Yes No This position is responsible for the supervision/leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

Supervisory/Management Competencies (applicable to all organizational employees in supervisory/management positions):

People Management: Clearly defines subordinate roles and responsibilities; motivates employees to perform and delegates work effectively; applies consistent performance standards and handles performance problems decisively and objectively; leads by example.

Operations Management – Directs and guides operations in alignment with organizational and departmental overall goals and objectives; ensures the execution of efficient processes to maximize organizational and departmental resources; utilizes operational knowledge to make sound decisions.

Strategic Leadership: Determines the strategic direction of the team or department in alignment with overall organizational goals; effectively communicates strategies internally and externally; creates a culture to support strategies and provides mechanisms to implement them; fosters buy-in and enthusiasm with employees.

Job Competencies: Essential Functions include the following. Duties and responsibilities, as required by business necessity may be added, deleted, or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Schedule and shift assignments and work location may be changed at any time, as required by business necessity.

1. Supervises, directs and evaluates assigned staff, addresses employee concerns and problems, directs work, counsels, disciplines and completes employee performance appraisals
2. Maintains contact with the Kansas Board of Regents regarding educational programs at the college
3. Prepares Performance Agreements and HLC required documents in conjunction with other college personnel
4. Serves as the college's Chief Academic Officer and Accreditation Liaison Officer (ALO)
5. Prepares in-service programs and oversees program reviews in the Academic Affairs area
6. Supervises the development of all semester course schedules
7. Assigns faculty office space and classrooms each semester
8. Evaluates full-time faculty prior to receiving their continuing contract per evaluation schedule
9. Monitors the adjunct faculty evaluation process and the development/revision of the curriculum
10. Coordinates and supervises the faculty orientation process and the advising system
11. Develops and monitors the Strategic Plan with other college personnel and update the Board of Trustees through the Annual Report
12. Develops and/or supervises evaluation and implementation of new programs
13. Assists in the development of the college academic and facilities calendars
14. Oversees program accreditations, the career/technical program reports and monitor advisory committee's activities
15. Interviews and recommends personnel for hire
16. Ensures that short-term and long-term goals are developed and achieved by assigned staff
17. Remains current in all functions of the college
18. Assess' the performance of the instructional functions of the college
19. Oversees the Higher Learning Commission accreditation and Cherokee Center operations
20. Ensures that job descriptions in the academic area are current and develops budgets for the instructional area
21. Ability to provide liaison with the College president and others as needed
22. Supervise articulation with two- and four-year colleges
23. Participates in community activities as they relate to college responsibilities
24. Ability to chair the Curriculum and Instruction Committee and bring changes to the Board of Trustees
25. Oversees the following committees: Accessibility; Curriculum and Instruction; Distance Education; Instructional Outcomes and Assessment; and Library
26. Conducts monthly meetings with faculty, directors, and staff

27. Oversees concurrent course offerings and acts as the last step in the grade changing process
28. Attends TEA, BAASC and KBOR meetings as needed
29. Serves as Campus Security Authority (CSA) and completes annual training
30. Enforces and maintains compliance with all federal, state and local laws and ordinances
31. Performs other duties as assigned or deemed necessary
32. Complies with all organizational and departmental policies and procedures
33. Operates all job-related equipment, machinery, tools and other aids as required or needed
34. Protects and maintains any confidential information you have access to, whether oral, written, or electronic

Position Requirements and Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Requirements:

1. Master's degree required, Doctorate preferred
2. Three years of postsecondary teaching experience
3. Previous experience in oversight of faculty and research-based teaching strategies (Blooms Taxonomy, Marzano's teaching strategies, etc.)
4. Professional experience with distance education and career technical education
5. Three years of experience working in an administrative capacity, in a post-secondary educational setting preferred
6. Five years of experience working in a community college preferred
7. Evening, weekend and overnight travel required

Certifications / Licenses:

1. Valid Driver's License

Skills/Knowledge/Abilities:

1. Ability to work proficiently in a busy office atmosphere
2. Knowledge of community college philosophy
3. Good communication and organization skills
4. Ability to work as part of a team
5. Excellent time management skills and ability to multi-task and prioritize work
6. Ability to fulfill all duties with minimal supervision and to work independently
7. Assess situations rapidly and make logical decisions in a timely manner
8. Analyze facts and exercise sound judgment
9. Ability to effectively manage projects and multiple priorities simultaneously
10. Strong written and verbal communication skills
11. Problem solving and critical thinking skills
12. Strong math, spelling, computer, and calculator abilities
13. Ability to communicate in a professional, calm and courteous manner with the general public and employees
14. Attention to detail

Work Environment and Physical Demands: The work environment characteristics and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- Must be able to perform the essential functions of the job, with or without accommodation.
- Must be able to work in a multi-tasked, high-volume environment.
- Daily attendance is required, schedules may fluctuate to accommodate needs, deadlines and delivery of services.
Attendance is required at position and college meetings and trainings, some of which may be out of the primary work area.
- Frequent periods of sitting, standing, walking, and carrying items will be required.
- Average use of computer, phones, and other position related technology required per position.
- Office located on 2nd floor of building. Office with 1 # windows.

Confidential and/or sensitive information, if any, is accessible by an employee to perform the duties of the job:

Employee Information

Managerial Information

Organizational Information
 Customer / Contact Information

Professional Information
 Other:

Personal contacts an employee makes with others (face-to-face and telephone) to perform the duties of the job:

- Within the immediate organization, department, office, project, or work unit, and in related or support units; and/or with members of the public in very highly structured situations
- With employees in the same organization, but outside the immediate department or division and/or with members of the public, as individuals or groups, in a moderately structured setting
- With individuals or groups from outside the organization in a moderately unstructured setting. The contacts are not established on a routine basis; the purpose and extent of each contact is different
- With high-ranking officials from outside the organization at national or international levels in highly unstructured settings

Acknowledgement:

This job description was reviewed with me and I understand that nothing in this job description restricts The Organization's right to assign, reassign or eliminate duties and responsibilities to this job at any time. This job description reflects The Organization's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job description is not intended as a contract of employment, nor to be construed as a guarantee of employment for any specific period of time or any specific type of work. I agree and acknowledge that my employment is "at will" and can be terminated, with or without cause or notice, at any time by The Organization or myself.

Employee Name (Print)

Signature

Date

Supervisor / Department Director (Print)

Signature

Date

Revision History			
Revision #	Revision Author	Date	Description of Revision(s)
00	Hayley Howe- TAG	06/01/2024	Formatted and finalized from previous JD and job analysis questionnaire/process
01	Haley Walker	01/22/26	Reviewed and made edits to requirements
02			
03			