



**Wharton County
Junior College**

**Proposed Agenda Item
Board of Trustees Meeting**

Complete this form and submit it to the Office of the President by 5:00 pm on the eleventh day before the following Tuesday meeting of the Board of Trustees. If this form does not provide enough space, you may use an expanded version *as long as you follow the format specified below.*

Date of Board Meeting: June 18, 2019 Date of This Proposal: June 12, 2019

SUBJECT (item as it will appear on agenda):

Organizational changes as noted in attachments.

RECOMMENDATION:

Recommend approval of the organizational changes. These changes will provide defined leadership for college services.

BACKGROUND/RATIONALE:

The position of Vice President of Student Services is currently vacant. The vacancy presents an opportunity to realign institutional services with more current practices. Updated organizational charts reflect the new structure along with the financial effect.

Estimated Cost and Budgetary Support (how will this be paid for?): \$34,885 annual cost in 2019-2020
Current Operating Fund

RESOURCE PERSON(S) [name(s) and title(s)]:

Betty McCrohan, President

SIGNATURES:

Betty A. McCrohan
Originator

6-13-19
Date

Cabinet-Level Supervisor

Date

PRESIDENT'S APPROVAL:

Betty A. McCrohan
Reg 113
6-21-95, 12-16-99

6-13-19



Wharton County Junior College

Organizational Changes

Vice President of Student Services

- VPSS position is eliminated and functions move to the following areas.

Vice President of Administrative Services

- **Office of Financial Aid** to report to the Vice President of Administrative Services to facilitate interaction and communication between the Office of Financial Aid and the Business Office.

Vice President of Instruction

- Creation of a new **Dean of Student Success** to report to the VPI allowing for enhanced alignment of academic and experiential support services with curricular changes and instructional needs.
 - This position will attend to all areas of student support and success, namely: advising, counseling, recruitment, residence halls, student activities, tutoring, student discipline, and Title IX.
 - In addition, this position will oversee all “special events” for students/student groups, including the Academic Recognition Awards, student engagement activities, and enrollment events.
- The current Administrative Assistant to the VP will be changed to an **Administrative Assistant to the Dean of Student Success** position.
- **Director of Academic Advising and Counseling** and **Manager of Recruitment** will report directly to the new Dean of Student Life.
- A new **Director of Student Life** position will be created to help support the Dean with Discipline and Title IX concerns. In addition, **Residence Hall Supervisors** will report directly to this new Director position.
- In addition, a **Director of Curriculum Development** position will be developed to oversee all curricular development and management. This position is being proposed in lieu of the Dean of Academic Instruction.

Vice President of Technology

- Provide technical support to facilitate enhanced service capabilities within the newly reconfigured organization.

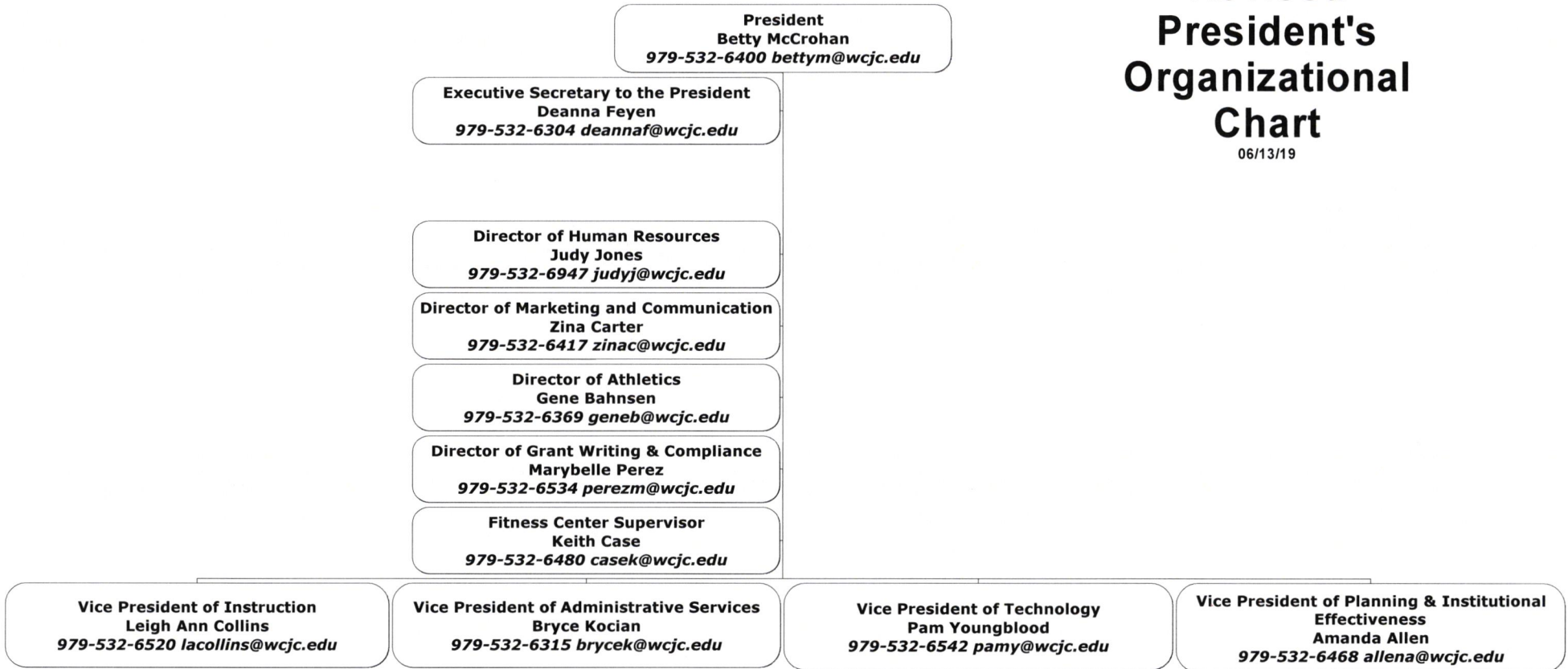
Vice President of Planning and IE

- **Office of Admissions and Registration** to report to the VPPIE, allowing for the development of an Enrollment Management Center through clearly defined interactions with the Office of Institutional Research.
- **Coordinator of Testing Services** to report directly to the Director of Admissions and Registration as a function of the admissions and onboarding process.
- A new **Assessment Coordinator** position will report to the VPPIE to coordinate all institutional assessment processes, most notably instructional and non-instructional unit planning and reporting. This position replaces the Director of Instructional Assessment that previously reported to the VPI and allows for consistency of planning processes across all functional units.



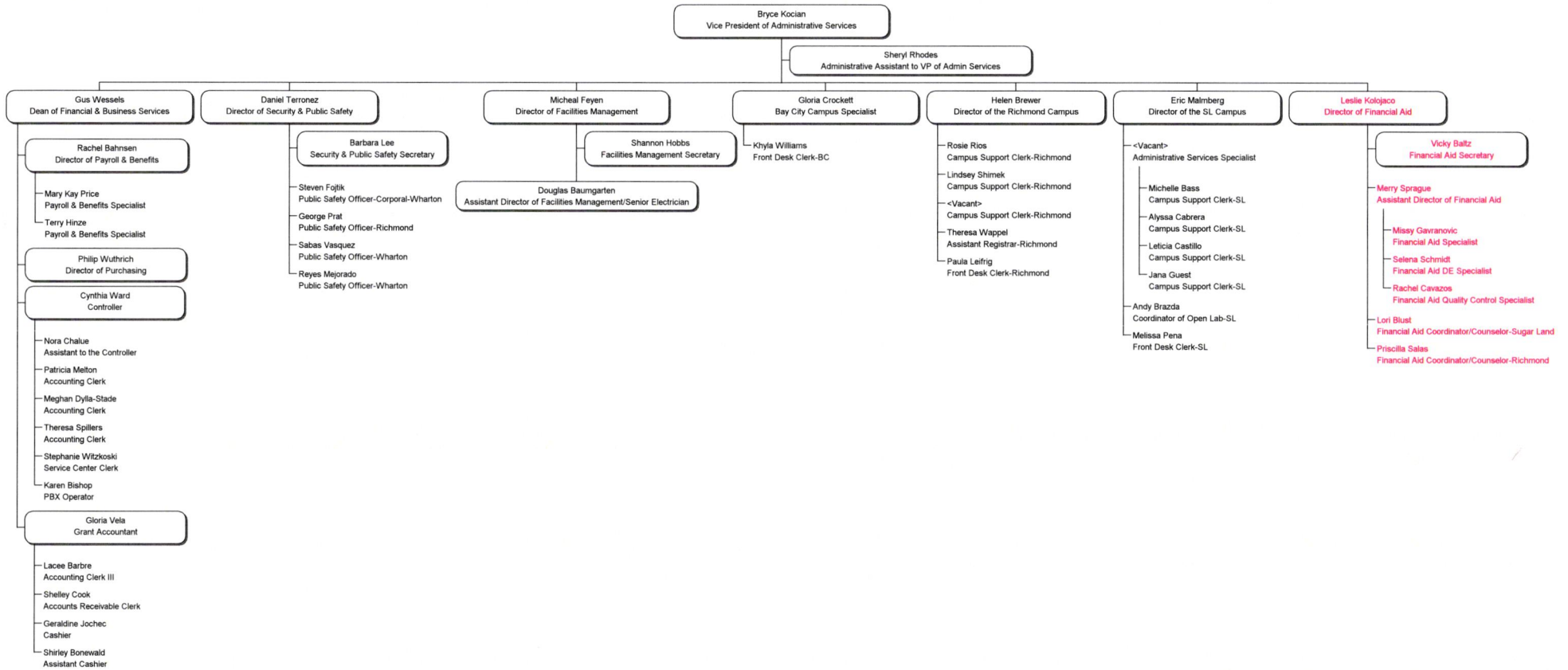
Revised President's Organizational Chart

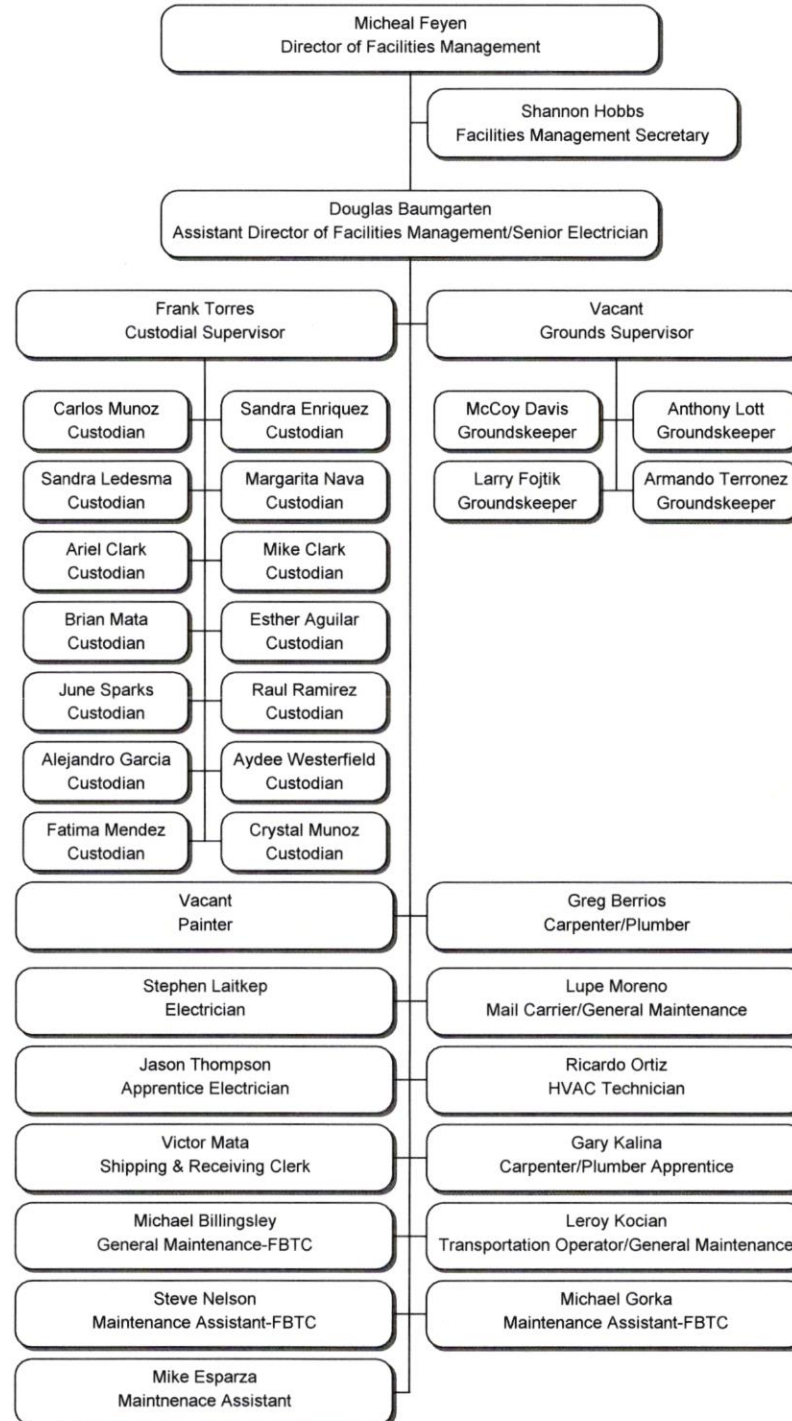
06/13/19

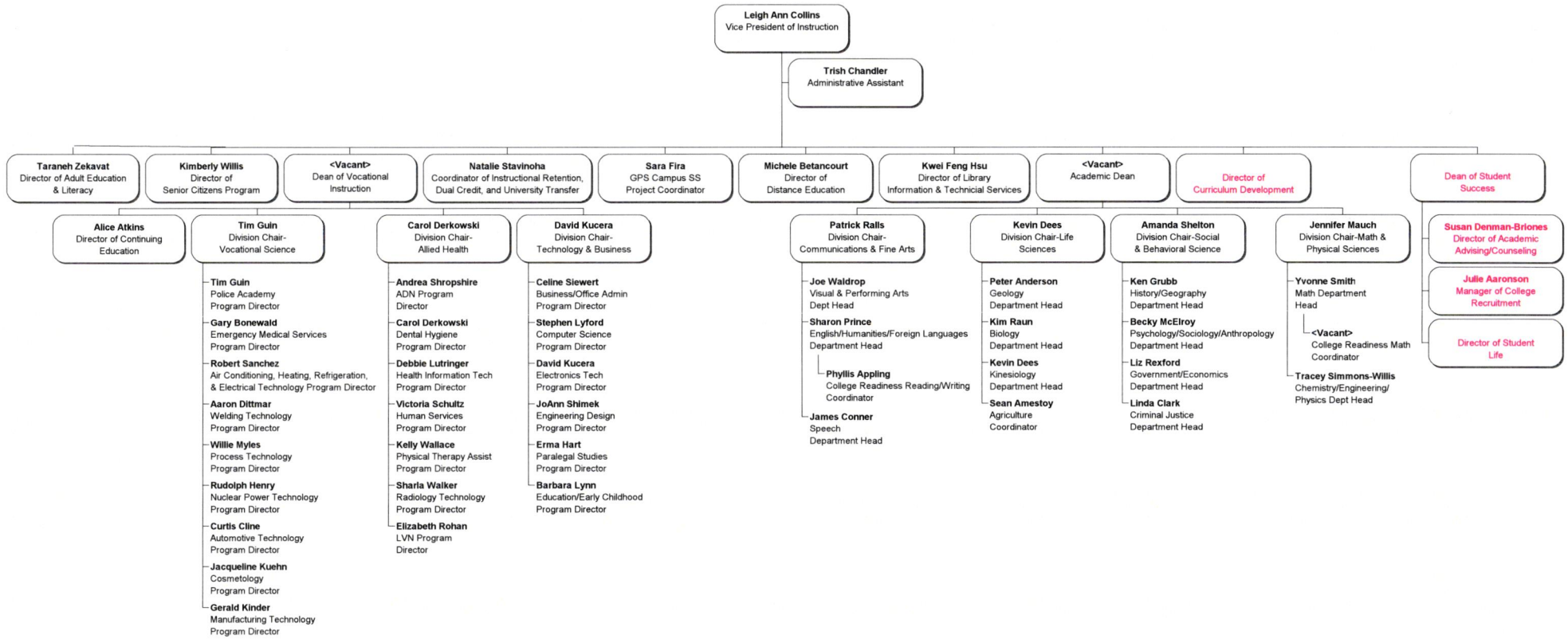


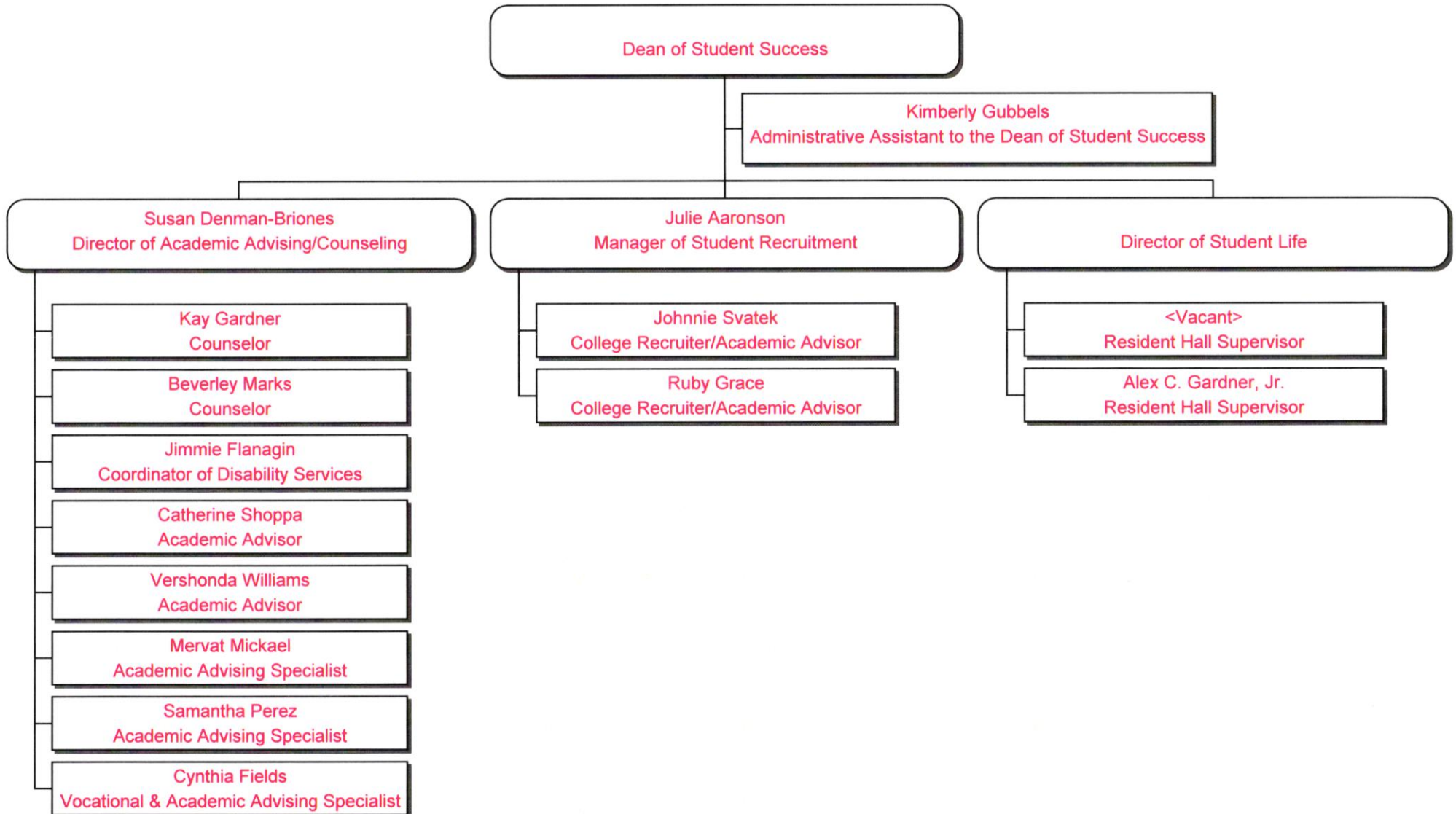


**Revised Vice President of
Administrative Services
Organizational Chart
06/07/19**

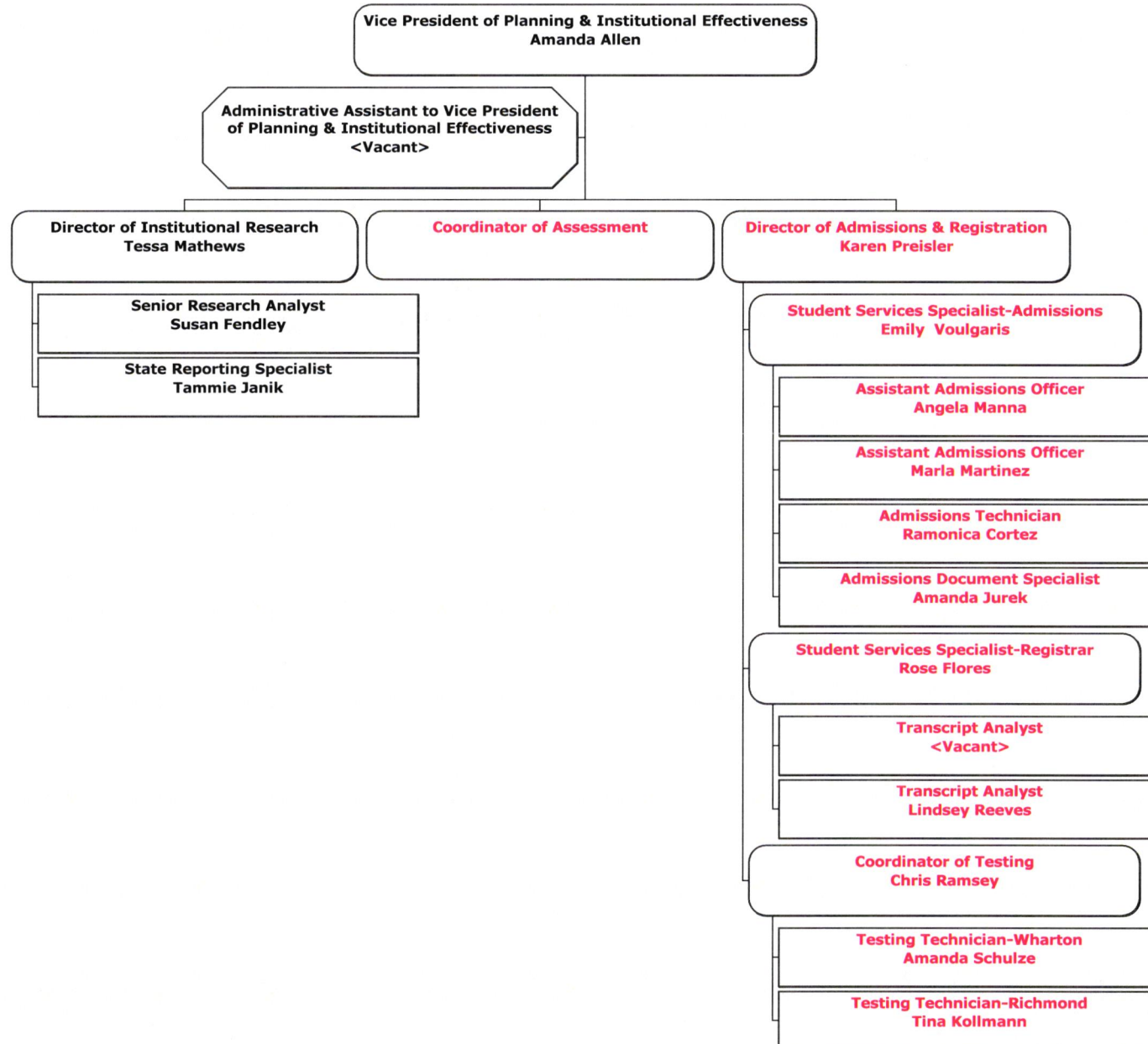








**Revised Vice President of Planning
and Institutional Effectiveness
Organizational Chart
06/07/19**



**WHARTON COUNTY JUNIOR COLLEGE
ADMINISTRATIVE RE-ORGANIZATION**

June 13, 2019

Vice President of Student Services	Eliminated			(\$97,424)
VPSS Administrative Assistant	Eliminated			(36,900)
Dean of Academic Instruction	Eliminated			(76,069)
DAI Administrative Assistant	Eliminated			(32,125)
DAI Operating Budget	Eliminated			(10,875)
Director of Instructional Assessment	Eliminated			(76,735)
DIA Administrative Assistant	Eliminated			(27,425)
Dean of Student Success	New Position	DEA15-20		82,735
DSS Administrative Assistant	New Position	P11-0		31,800
Assessment Coordinator	New Position	AA1-10		62,069
Student Life Director	New Position	CA10-10		70,735
Curriculum Development Director	New Position	CA10-10		70,735
VP Upgrades	\$15,341 X 4			61,364
President/VP Admin Assistants Upgrades	\$3,250 X 4			13,000
Cost to Implement				\$34,885



JOB DESCRIPTION

Human Resources Department

JOB TITLE: Vice President of Administrative Services	FLSA: Exempt GRADE: VP NBAPOSN: ADV002
LOCATION: Administration, Room A-113D Wharton Campus	EFFECTIVE DATE: October 20, 2004 REVISION DATE: June 3, 2019
REPORTS TO: President	

PURPOSE AND SCOPE:

The Vice President of Administrative Services is responsible for the overseeing of the operations of the financial and business areas of the college, financial aid, campus administration, security and public safety, and facilities management for Wharton County Junior College (WCJC). The Vice President of Administrative Services has the responsibility for policy changes and recommendations for new policies for areas under his/her purview. This position reports directly to the President.

ESSENTIAL JOB FUNCTIONS:

1. This position administers and provides leadership for the financial and business affairs and financial aid areas of the institution.
2. The Vice President of Administrative Services assists the President in establishing the major economic objectives and policies for the institution and in preparation of reports which outline the institution's financial position in the area of revenue and expenses on past, present and future operations.
3. This position is responsible for directing cash management and treasury management functions that occur in concentrating and accelerating deposits. This includes scheduling the availability of moneys for the liquidity needs of the college, reporting, and compliance with applicable law.
4. The Vice President of Administrative Services is responsible for developing and maintaining effective records management and control systems with regard to overall College investments.
5. This position directs tax planning and oversees tax collections.

6. This position assures that all legally required filings related to financial services for WCJC are submitted.
7. The Vice President of Administrative Services oversees all property records and utilization.
8. The Vice President of Administrative Services develops the college's budget process and annual budget, has oversight responsibility of WCJC's annual budget throughout the year, and is responsible for budget revisions to WCJC's annual budget.
9. This position is responsible for providing a risk management program for the institution.
10. The Vice President of Administrative Services develops and maintains an effective personal working relationship with the Texas State Legislature, educational agencies, Chambers of Commerce, other state/federal/city agencies, businesses and their staffs.
11. This position directs Board of Trustees elections.
12. This position is responsible for overseeing the administrative functions of the campuses by providing executive support to the individual Campus Directors and providing administrative assistance to Campus Directors in promoting, developing, and maintaining positive working relationships with the various communities surrounding the campuses.
13. This position assists Campus Directors in creating effective partnerships with business, industries, and the community to meet the training needs of, and promote the economic development in the counties in the campuses service areas and serves as a liaison between Campus Directors and the Vice President of Instruction and Vice President of Student Services regarding the delivery of educational programs on the various campuses.
14. The Vice President of Administrative Services oversees the administrative functions of the Facilities Management area by providing executive support as needed to the director of the department.
15. This position is responsible for providing executive oversight to the Director of Security and Public Safety in handling security, safety and facility emergencies.
16. This position oversees administratively new and renovation construction projects undertaken by the Director of Facilities Management for the College and provides executive direction to the Director of Facilities Management for the implementation and update of the College's Facilities Master Plan

17. The Vice President of Administrative Services leads those directly under his/her supervision in the implementation and support of College programs and evaluates and recommends staffing areas under his/her responsibility.
18. This position supports the decision of programs of the College President and the Board of Trustees.
19. This position is responsible for chairing the Administrative Council Committee and serving as staff liaison for the Board Audit/Finance Committee.
20. The Vice President of Administrative Services performs other duties assigned by the President and may serve, at the appointment of the President, as acting President in the President's absence.

KNOWLEDGE, SKILLS, EXPERIENCE:

The position of Vice President of Administrative Services requires a Bachelor's Degree in Business Administration, Finance, or Public Administration and eight (8) years of professional accounting experience, preferably in municipal finance and capital markets, including a detailed knowledge of the treasury functions, taxation, bonded indebtedness, and accounting and financial reporting requirements. Knowledge of state funding processes and applicable regulations is required. This position requires five (5) years of community college experience in a management position and a thorough knowledge and understanding of educational institutions and how financial decisions and policies impact student operations and instructional areas. The incumbent of this position must possess a demonstrated effective leadership and excellent interpersonal, supervisory, written, and oral communication skills. A criminal background check is required.

SUPERVISION OF OTHERS:

This position has supervisory responsibilities including supervision of the Administrative Assistant, Campus Directors, Director of Facilities Management, Dean of Financial and Business Services, Director of Security and Public Safety, Director of Financial Aid and all individuals reporting to these positions.

SUPERVISION AND DIRECTION RECEIVED:

This position is responsible and accountable to the President for fulfilling the objectives, standards, and duties listed in this document. Guidance for the performance of duties outlined in this job description comes from the policies and regulations of the college and any other applicable federal, state, and local statutes, ordinances, codes, rules, regulations, or directives.

EQUIPMENT USED:

Equipment used in this position includes a PC workstation running in a Microsoft Windows environment, printer, photocopier, facsimile, scanner, calculator, phone, and other general office equipment.

CONTACTS:

External contacts: External contacts of this position include the community and local and state agencies.

Internal contacts: Internal contacts of this position include the Board of Trustees, administrators, faculty, and staff.

COMPLEXITY/EFFORT:

This job involves attention to detail, accuracy, and supervision of assigned staff. The ability to read and interpret departmental policies, procedures and instructions is essential, as well as the ability to hear and understand staff and supervisor's oral instructions. The position is responsible for a significant amount of money. Problems encountered require a combination of specific knowledge acquired through higher education and experience in the financial field. Problems are complex and resolutions have a direct impact on the College's financial status. This position requires a sufficient manual dexterity to prepare reports, graphics, and other data on the computer is necessary. The ability to work on a number of projects simultaneously and prioritize workloads and the ability to handle emergency situations as they arise is required. Work in this position requires characteristics supported by collaborative work efforts with external and internal customers in a collegial atmosphere. Professional working relationships, both with the College and with the general public require the incumbent to maintain a high degree of judgment, tact, diplomacy, poise, and discretion at all times. A demonstrated commitment to the mission of a comprehensive community college is very vital to the institution.

WORKING CONDITIONS:

The Vice President of Administrative Services performs work primarily in a climate-controlled office environment with exposure to natural atmospheric conditions such as dirt and dust, etc. Physical exertion is typical of an office environment and has minimal exposure to safety hazards. Occasional travel is required.

LAST MODIFIED: June 3, 2019

Employee's Signature

Date

Initials

Supervisor's Signature

Date

Initials



**JOB DESCRIPTION
Human Resources Department**

JOB TITLE: Vice President of Instruction	FLSA: Exempt GRADE: VP NBAPOSN: ADV001
LOCATION: Administration Building, Wharton Campus	EFFECTIVE DATE: April 25, 2011 REVISION DATE: May 24, 2019
REPORTS TO: President	

PURPOSE AND SCOPE:

The Vice President of Instruction (VPI) is the institution's chief academic officer and reports directly to the President. The VPI has responsibility for all instructional programs and curricula, library and instructional resources; advising, counseling, student recruiting, tutoring, residence halls, discipline, student life and organizations ; develops and administers the educational budget of the college; supervises faculty through the academic and vocational divisions of the college; serves as principal staff liaison with the Texas Higher Education Coordinating Board. The VPI has the responsibility for policy changes and recommendations for new policies for areas under his/her purview. The VPI is directly accountable to the President.

ESSENTIAL JOB FUNCTIONS:

1. This position provides leadership for planning, development, evaluation, and improvement of all instructional programs and curricula, library and instructional resources, and certain areas of student success.
2. This position implements and maintains long-range planning activities for all instructional programs and curricula, and library and instructional resources.
3. This position oversees the instructional and library budgets ensuring funds are managed and expended appropriately during the financial year.
4. This position insures all credit programs meet the standards of the appropriate accrediting and regulatory agencies.
5. This position supervises the preparation and management of the budget for all instructional programs including those for credit and non-credit programs, and libraries and learning resources.

Initials

6. This position actively coordinates and supervises the construction of the college's schedule of credit classes and assigns full-time and part-time faculty workloads (including teaching assignments).
7. This position annually updates the relevant portions of the Employee Handbook and other publications deemed appropriate by the President.
8. This position recommends and administers faculty personnel policies including travel and leave.
9. This position evaluates and recommends staffing needs throughout the Academic Divisions and prepares job descriptions as positions are approved by the President and the Board of Trustees.
10. This position provides oversight to hiring committees for full time faculty.
11. This position recruits and recommends the employment of qualified personnel for areas of responsibility to the President.
12. This position is responsible for accurate documentation of faculty credentials.
13. This position leads division chairs in conducting effective orientation programs for new faculty and staff.
14. This position participates in the resolution of faculty and staff personnel issues.
15. This position coordinates and supervises the program of professional growth and assessment for Academic Divisions and assures effective evolution and development of all full time and adjunct faculty in the College.
16. This position maintains effective College communication including academic planning, program development/implementation, and program review.
17. This position researches, evaluates, and recommends methods of improving faculty development and evaluation procedures.
18. This position develops, reviews, and evaluates all instructional credit programs and course work.
19. This position maintains a current file of course syllabi and insures each master syllabus is updated at least once every three years.
20. This position reviews and recommends the addition and deletion of curricula, programs, and courses.
21. This position expands educational opportunities through increasing course offerings

at off-campus locations.

22. This position insures appropriate entry-level requirements and prerequisites for each credit program are maintained.
23. This position coordinates benchmarking and accountability for College success in terms of student outcomes. This position ensures curriculum prepares students for success and meets community needs as well as SACCOCs and Coordinating Board requirements.
24. This position implements matriculation policies set by the Board of Trustees.
25. This position assists in the review and modification of College admissions policies.
26. This position participates in development of administrative procedures and practices to implement Board policies.
27. This position assists in the development of the annual academic calendar.
28. This position participates in planning new facilities and utilization of existing plant.
29. This position participates in allocation of College funds.
30. This position directs those under his/her supervision to implement the programs and policies of the College President.
31. This position chairs the Academic Affairs Council and the College Hearing Board.
32. This position provides leadership for the division chairs in implementing the semester-hour credit program.
33. This position executes other duties or tasks as assigned by the President.

KNOWLEDGE, SKILLS, EXPERIENCE:

This position requires a Master's Degree from a regionally accredited institution and demonstrated leadership abilities with at least three (3) years of full-time supervisory/administrative experience at the division chair or higher level (including demonstrated experience administering budgets, skill in problem solving, demonstrated effectiveness serving as an advocate for academic programs and personnel). Three (3) years of teaching experience at a college level is required. A demonstrated ability in curriculum and program development and effectiveness and expertise in adult learning methodologies as well as evaluation of instructional quality and outcomes is required. This position requires the ability to lead collaborative work teams, knowledge of THECB policies and regulations, state funding formulas, SACCOCs accreditation criteria, and the

Initials

politics of higher education in Texas. Excellent oral, written, and interpersonal community skills are required. A criminal background check is also required.

SUPERVISION OF OTHERS:

This position has supervisory responsibilities including supervision of the instructional deans; the Director of Library Services; the Director of Adult Education Literacy; the Director of Continuing Education; the Director of Curriculum Development; the Director of Distance Education; the Coordinator of Instructional Retention, Dual Credit, and University Transfer; the Director of Senior Citizens; Director of Counseling and Advising, Manager of Recruitment, Dean of Student Success, and all individuals reporting to those positions. This position also supervises the Administrative Assistant.

SUPERVISION AND DIRECTION RECEIVED:

The Vice President of Instruction is responsible and accountable to the President of the College for fulfilling the objectives, standards, and duties listed in this document. Guidance for the performance of duties outlined in this job description comes from the policies and regulations of the college and any other applicable federal, state, and local statutes, ordinances, codes, rules, regulations, or directives.

EQUIPMENT USED:

This position uses a personal computer workstation running in a Microsoft Windows environment, printer, photocopier, facsimile, scanner, calculator, phone, and other general office equipment.

CONTACTS:

External contacts of this position are with agencies, vendors, and educational community leaders. This position may be required to maintain leadership position in community by serving on/participating in external organizations.

Internal contacts of this position are with the Board of Trustees, College administrators, department heads, faculty, and staff.

COMPLEXITY/EFFORT:

This position involves attention to detail, accuracy, and overall supervision of the faculty and staff assigned to the instructional areas. Problems encountered require a combination of knowledge acquired through higher education and extensive experience in a college environment. Problems are complex and resolutions have a direct impact on the College's overall operations in instructional areas. This position requires ability to handle emergency situations as they arise not only in instructional areas, but overall throughout the College. This position requires the ability to work on a number of projects simultaneously and prioritize workloads. Work of this position requires characteristics

Initials

supported by collaborative work efforts with external and internal customers in a collegial atmosphere. Professional working relationship, both with the College and with the general public require the incumbent to maintain a high degree of judgment, tack, diplomacy, poise, and discretion at all times. Sufficient manual dexterity to prepare reports and other data on the computer is necessary. The ability to read and interpret college policies and procedures and to understand supervisor's oral and written instructions is required. A demonstrated commitment to the mission of a comprehensive community college is very vital to the institution.

WORKING CONDITIONS:

Work of this position is performed primarily in a climate-controlled office environment with exposure to natural atmospheric conditions such as dirt and dust, etc. Physical exertion is typical of an office environment and has minimal exposure to safety hazards. Travel is required.

LAST MODIFIED: May 24, 2019

Employee's Signature

Date

Supervisor's Signature

Date

Initials



**JOB DESCRIPTION
Human Resources Department**

JOB TITLE: Vice President of Technology	FLSA: Exempt GRADE: VP NBAPOSN: ADV003
LOCATION: Administration, Room 210, Wharton Campus	EFFECTIVE DATE: October 20, 2004 REVISION DATE: January 10, 2018
REPORTS TO: President	

PURPOSE AND SCOPE:

The Vice President of Technology reports directly to the President. This position has responsibility for information technology and records management. The Vice President of Technology has the responsibility for policy changes and recommendations for new policies for areas under his/her purview. This position reports directly to the President.

ESSENTIAL JOB FUNCTIONS:

1. Provides leadership and supervision for Information Technology. Serves as Chief Information Technology Officer.
2. Assists the President in establishing objectives and policies for the institution in the areas of information technology and records management.
3. Provides leadership for ensuring that the college designs, develops and delivers a comprehensive array of computer technology and infrastructure services that fulfill the institutional mission including the areas of administrative, instructional and staff computer systems, network infrastructure, telephone services and computer laboratories.
4. Provides leadership for planning, designing, developing and delivering college-wide computer technology and infrastructure and services which implement the goals of a learning college; provide leadership for evaluating and ensuring quality in all aspects of the college computer technology and infrastructure support programs and staff; provide leadership and direction for engaging faculty and staff participation in support of college-wide computer technology priorities, e.g. applications to instruction, student services and applications to the worldwide web.
5. Provides leadership for establishing multi-year tactical and annual technology operational goals designed to implement the strategic goals of the College, assumes

responsibility for other College affairs and matters at the direction of the College President.

6. Serves as the chair of the Technology Council and participate in the Committee's development of policy, plans, budgets, priorities, and oversight of operations related to computing and technology.
7. Provides leadership to insure the effective enhancement of the Banner system to maximize technology to effectively and efficiently meet current and changing needs of the College.
8. Provides leadership in the organization, design and execution of computer programs for reporting on a wide range of evaluation and research projects.
9. Provides leadership for planning and implementing security measures to protect WCJC's computer systems, networks, and data from cyber-attacks.
10. Serves, or appoints, a liaison for the Texas Connection Consortium (TCC) for all state reporting.
11. Develops and maintains an effective personal working relationship with the Texas State Legislature, educational agencies, Chambers of Commerce, other state/federal/city agencies, businesses and their staffs.
12. Assists the President in working with the Texas State Legislature on the College's legislative priorities.
13. Leads those directly under his/her supervision in the implementation and support of College programs.
14. Evaluates and recommends staffing needs for areas under his/her responsibility.
15. Supports the decision of programs of the College President and the Board of Trustees.
16. Performs other duties assigned by the President.

KNOWLEDGE, SKILLS, EXPERIENCE:

Bachelor's Degree in Business Administration or related area. Eight years of professional experience in Information Technology. Minimum of five years community college experience. Demonstrated effective leadership. Excellent interpersonal, supervisory and written/oral communication skills. Criminal background check required.

SUPERVISION OF OTHERS:

This position has supervisory responsibilities for Information Technology.

SUPERVISION AND DIRECTION RECEIVED:

This position is responsible and accountable to the President for fulfilling the objectives, standards, and duties listed in this document. Guidance for the performance of duties outlined in this job description comes from the policies and regulations of the college and any other applicable federal, state, and local statutes, ordinances, codes, rules, regulations, or directives.

EQUIPMENT USED:

PC workstation running in a Microsoft Windows environment, printer, photocopier, facsimile, scanner, calculator, and phone.

CONTACTS:

External contacts with community and local and state agencies.

Internal contacts with the Board of Trustees, administrators, faculty and staff.

COMPLEXITY/EFFORT:

Professional working relationships, both with the College and with the general public require the incumbent to maintain a high degree of judgment, tack, and discretion at all times. Work requires characteristics supported by collaborative work efforts with external and internal customers in a collegial atmosphere. Demonstrated commitment to the mission of a comprehensive community college. Must be detail oriented. Ability to handle emergency situations as they arise in the office. Ability to work on a number of projects simultaneously and prioritize workloads. Ability to read and interpret departmental policies, procedures and instructions. Ability to hear and understand customer inquiries and oral instructions from supervisor. Sufficient manual dexterity to prepare letters, reports, graphics and other data on the computer.

WORKING CONDITIONS:

Work is performed primarily in a climate-controlled open office environment with minimal exposure to safety hazards. Occasional travel is required. Job duties require little physical effort with physical exertion typical of an office environment. Exposure to natural atmospheric conditions such as dirt and dust, etc.

LAST MODIFIED: January 10, 2018

Employee's Signature

Date

Supervisor's Signature

Date

Initials



**JOB DESCRIPTION
Human Resources Department**

JOB TITLE: Vice President of Planning and Institutional Effectiveness	FLSA: Exempt GRADE: VP – 13 NBAPOSN: ADV006
LOCATION: Administration Building, A-210, Wharton Campus	EFFECTIVE DATE: February 28, 2017 REVISION DATE: May 24, 2019
REPORTS TO: President	

PURPOSE AND SCOPE:

The Vice President of Planning and Institutional Effectiveness provides leadership and coordination of College wide strategic planning efforts, budgeting strategies, development of external funding, registration and enrollment management, institutional research and analysis, and institutional effectiveness measures. This position provides leadership in the generation, analysis, and dissemination of academic and administrative data for use in planning, policy-formulation, decision making and budgeting. This position works closely with other members of the Executive Cabinet to develop the institutional capacity to understand and leverage data sources to improve decision making accountability and progress towards College goals. The Vice President of Planning and Institutional Effectiveness has the responsibility for policy changes and recommendations for new policies for areas under his/her purview. The Vice President of Planning and Institutional Effectiveness is directly accountable to the President.

ESSENTIAL JOB FUNCTIONS:

1. Develops, implements, and maintains a system for ongoing comprehensive and inclusive strategic planning, assessment, and improvement processes.
2. Ensures a widespread understanding of the strategic planning process by engaging administrators, faculty, staff, and College Trustees.
3. Advises the Executive Cabinet on strengthening and ensuring alignment between resources, systems and goals as well as provides accurate and robust data that facilitates informed decision making for the institution.
4. Directs, design, and conducts research and analytical activities that supports planning, policy development, and strategic decision-making that will assist the College in developing new academic initiatives, responding to demographic and economic changes and tracking progress toward the achievement of strategic plan goals.

Initials

5. Recommends assessment plans and tools to advance the College's mission and priorities and will lead the College's accreditation efforts to ensure compliance with Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).
6. Manages the College's accreditation activities. Collaborates closely with the members of the Executive Cabinet to maximize the success of planning and accreditation/compliance processes. Works with the liaison to SACSCOC.
7. Chairs the College's Strategic Planning Committee and oversees the activities of strategic planning work groups.
8. Oversees the activities of the Office of Institutional Effectiveness.
9. Oversees the activities of the Office of Institutional Research.
10. Oversees the activities of the Office of Admissions and Registration.
11. Performs all other duties as assigned.

KNOWLEDGE, SKILLS, EXPERIENCE:

This position requires a Master's Degree in Mathematics, Management Information Systems, or in a research and planning related field. This position requires five years of full time work experience in a research planning or assessment related area. Strong planning, research, methodological, statistical and technology skills are required for this position. This position requires knowledge of federal, state, and accrediting agency regulations, policy trends, and initiatives related to planning, accreditation, and compliance reporting. This position requires experience supervising an office staff in the accomplishment of multiple, diverse projects. This position requires the incumbent to be proficient with computer software applications such as Word, Excel, and Database programs. A criminal background check is also required.

SUPERVISION OF OTHERS:

The Vice President of Planning and Institutional Effectiveness position has supervisory responsibilities over staff reporting to this position.

SUPERVISION AND DIRECTION RECEIVED:

The Vice President of Planning and Institutional Effectiveness is responsible and accountable to the President for fulfilling the objectives, standards, and duties listed in this document. Guidance for the performance of duties outlined in this job description comes from the policies and regulations of the college and any other applicable federal, state, and local statutes, ordinances, codes, rules, regulations, or directives.

Initials

EQUIPMENT USED:

Equipment used by the Vice President of Planning and Institutional Effectiveness will be at a personal computer workstation running in a Microsoft Windows environment, calculator, phone, and other general office equipment.

CONTACTS:

External contacts of the Vice President of Planning and Institutional Effectiveness are the Board of Trustees, community, other colleges and local, state and federal agencies.

Internal contacts of the Vice President of Planning and Institutional Effectiveness are with administrators, faculty and staff.

COMPLEXITY/EFFORT:

This position involves attention to detail and accuracy and the ability to maintain confidential information. The incumbent in this position must have the ability to read and interpret departmental policies, procedures and instructions, the ability to hear and understand inquiries from a variety of individuals and agencies, the ability to follow oral instructions from supervisor, and sufficient manual dexterity to prepare reports, graphics, and other data on the computer. This position requires the ability to work on a number of projects simultaneously, prioritize the workload and the ability to handle emergency situations as they arise. The incumbent in this position must have strong supervisory and leadership abilities. This position requires characteristics supported by collaborative work efforts with external and internal customers in a collegial atmosphere. Professional working relationships, both with the College and with the general public require the incumbent to maintain a high degree of judgment, tact, diplomacy, poise, and discretion at all times. The incumbent in this position must function effectively to achieve the college goals and mission. This position requires agreed-upon objectives are attained within a specified time frame and functional responsibilities of the position are executed at a level consistent with performance requirements.

WORKING CONDITIONS:

This position performs work primarily in a climate-controlled open office environment with computers. Exposure to natural atmospheric conditions such as dirt and dust, etc. is standard of an office environment. There is little physical effort and minimal exposure to safety hazards. Frequent travel and occasional use of a personal vehicle is required

Initials

LAST MODIFIED: May 24, 2019

Employee's Signature

Date

Supervisor's Signature

Date

Initials



**JOB DESCRIPTION
Human Resources Department**

JOB TITLE: Dean of Student Success	FLSA: Exempt GRADE: D – 15 NBAPOSN: DEA010
LOCATION: Pioneer Center, Wharton Campus	EFFECTIVE DATE: May 20, 2019 REVISION DATE: May 23, 2019
REPORTS TO: Vice President of Instruction	

PURPOSE AND SCOPE:

The Dean of Student Success is responsible for providing leadership in planning, implementing, and evaluating a comprehensive student affairs program. These programs and services include counseling, advising, management of the residence halls, student life (activities & organizations), high school-college relations, student recruitment, new student orientation, career development, the Job Placement Center, Title IX Coordinator, tutoring, and discipline. The Dean of Student Success is a member of the President's Cabinet, the Extended Cabinet, Student Success Council, and chairs the Student Services Council. Aids the Vice President of Instruction in whatever capacity is deemed necessary by the VPI.

ESSENTIAL JOB FUNCTIONS:

1. Develops, directs, and evaluates all student success programs, procedures, processes, materials, and training to ensure that students are provided with quality services by counseling, advising, recruiting, housing, tutoring, student life, and all other areas of student success.
2. Formulates long and short-term student success goals and objectives; ensures goals and objectives support WCJC Strategic Plan; implements new student programs; budgets necessary resources, evaluates end results to ensure effective student services are rendered to all students and prospective students of WCJC.
3. Provides managerial leadership, supervision, and evaluation of direct reports and their respective staff to ensure that a cohesive and collaborative team effort is applied to all student success areas; promotes collaboration between other student service areas to provide effective student support.

4. Supervises and works directly with the counseling and advising staff to provide and maintain high standards of clinical, academic, and vocational counseling and advisement of students.
5. Develops and leads WCJC's recruitment activities ensuring appropriate information and services are presented at various recruiting events.
6. Supervises the Director of Student Life who coordinates all aspects of student life including supervision of residence halls, enforcement of student disciplinary and appeals policies, and oversight of campus activities and student organizations.
7. Manages security and confidentiality of student disciplinary records and files.
8. Oversees the learning assistant centers and tutoring services to support student learning.
9. Directs the Title IX Coordinator for students; assumes responsibility for security and confidentiality of relevant student files.
10. Prepares and maintains documents as needed for compliance with the Southern Association of Colleges and Schools, Commission on Colleges as well as the Texas Higher Education Coordinating Board.
11. Chairs the following committees: Awards, Commencement, University Interscholastic League (UIL), and Student Services Council. Serves on various college committees as appointed.
12. Updates the Student Handbook, Residence Hall Handbook, and school calendar of special events.
13. Conducts regular meetings with members of the student success staff.
14. Performs other duties as assigned.

KNOWLEDGE, SKILLS, EXPERIENCE:

Master's degree from any regionally accredited institution. A minimum of five years of full time administrative experience in a community college or high school environment. Student disciplinary and advising experience required.

SUPERVISION OF OTHERS:

The Dean of Student Success supervises the counseling and advising staff, Director of Student Life, residence hall supervisors, recruiting staff, tutoring staff, and administrative assistant to the Dean of Student Success.

SUPERVISION AND DIRECTION RECEIVED:

The Dean of Student Success is responsible and accountable to the Vice President of Instruction for fulfilling the objectives, standards, and duties listed in this document. Guidance for the performance of duties outlined in this job description comes from the policies and regulations of the college and any other applicable federal, state, and local statutes, ordinances, codes, rules, regulations, or directives.

EQUIPMENT USED:

Personal computer workstation running in a Microsoft Windows environment, calculator, phone, and other general office equipment.

CONTACTS:

External contacts with the Board of Trustees, community, and local and state agencies.

Internal contacts with administrators, faculty, staff, and students.

COMPLEXITY/EFFORT:

This position involves ability to work with minimal supervision and maintain confidential information. Work requires characteristics supported by collaborative work efforts with external and internal customers in a collegial atmosphere. Demonstrated commitment to the mission of a comprehensive community college. Excellent communications skills, interpersonal skills, and the ability to work on collegial teams. Must be detail oriented. Ability to handle emergency situations as they arise in the Student Affairs area. Ability to work on a number of projects simultaneously and prioritize workloads. Ability to read and interpret departmental policies, procedures, and instructions. Ability to hear and understand customer inquiries and oral instructions from supervisor. Sufficient manual dexterity to prepare letters, reports, graphics, and other data on the computer.

WORKING CONDITIONS:

Work is performed primarily in a climate-controlled open office environment with computers with minimal exposure to safety hazards. Travel and occasional use of a personal vehicle is required. Twenty-four hour oversight of dorms and student

activities required. Job duties require little physical effort with light lifting required for filing and shredding. Exposure to natural atmospheric conditions such as dirt and dust, etc.

LAST MODIFIED: May 23, 2019

Employee's Signature

Date

Supervisor's Signature

Date

Initials

JOB DESCRIPTION

Human Resources Department

JOB TITLE: Director of Student Life	FLSA: Exempt GRADE: CA – 10 NBAPOSN: DIR031
LOCATION: Wharton Campus, Pioneer Center	EFFECTIVE DATE: May 20, 2019 REVISION DATE: May 23, 2019
REPORTS TO: Dean of Student Success, Vice President of Instruction	

PURPOSE AND SCOPE:

The Director of Student Life is responsible for planning, implementing, and evaluating a comprehensive student life program. These programs and services include management of the residence halls, student campus activities, student organizations, discipline, and Deputy Coordinator Title IX for students. The Director of Student Life aids the Dean of Student Success in whatever capacity is deemed necessary by the Dean.

ESSENTIAL JOB FUNCTIONS:

1. Develops, implements, and evaluates all student success activities to provide varied cultural opportunities, recreational activities, and community services that enhance the quality of student life.
2. Formulates long and short-term student life goals and objectives; ensures goals and objectives support WCJC Strategic Plan; implements new student life programs and budgets for appropriate resources; evaluates end results to ensure effective student activities are offered to all students.
3. Ensures residence hall supervisors provide quality service to students; coordinates residence hall check in and check out.
4. Enforces student disciplinary and appeals policies of the College using the accepted standards of due process.
5. Assumes responsibility for security and confidentiality of student disciplinary records and files.

6. Serves as Deputy Coordinator Title IX for students; assumes responsibility for security and confidentiality of relevant student files.
7. Develops, implements, and interprets policies regarding extra-curricular activities for students, as well as approves and registers student organizations. Fosters a cohesive and collaborative environment for student team activities.
8. Serves on various college committees as appointed.
9. Performs other duties as assigned.

KNOWLEDGE, SKILLS, EXPERIENCE:

Bachelor degree from any regionally accredited institution. A minimum of three years of full time experience working in a community college or high school environment. Experience with student life activities and discipline is required.

SUPERVISION OF OTHERS:

The Director of Student Life supervises the residence hall supervisors.

SUPERVISION AND DIRECTION RECEIVED:

The Director of Student Life is responsible and accountable to the Dean of Student Success for fulfilling the objectives, standards, and duties listed in this document. Guidance for the performance of duties outlined in this job description comes from the policies and regulations of the college and any other applicable federal, state, and local statutes, ordinances, codes, rules, regulations, or directives.

EQUIPMENT USED:

Personal computer workstation running in a Microsoft Windows environment, calculator, phone, and other general office equipment.

CONTACTS:

External contacts with the Board of Trustees, community, and local and state agencies.

Internal contacts with administrators, faculty, staff, and students.

COMPLEXITY/EFFORT:

This position involves ability to work with minimal supervision and maintain confidential information. Work requires characteristics supported by collaborative

work efforts with external and internal customers in a collegial atmosphere. Demonstrated commitment to the mission of a comprehensive community college. Excellent communications skills, interpersonal skills, and the ability to work on collegial teams. Must be detail oriented. Ability to handle emergency situations as they arise in the Student Success area. Ability to work on a number of projects simultaneously and prioritize workloads. Ability to read and interpret departmental policies, procedures, and instructions. Ability to hear and understand customer inquiries and oral instructions from supervisor. Sufficient manual dexterity to prepare letters, reports, graphics, and other data on the computer.

WORKING CONDITIONS:

Work is performed primarily in a climate-controlled open office environment with computers with minimal exposure to safety hazards. Travel and occasional use of a personal vehicle is required. Twenty-four hour oversight of dorms and student activities required. Job duties require little physical effort with light lifting required for filing and shredding. Exposure to natural atmospheric conditions such as dirt and dust, etc.

LAST MODIFIED: May 23, 2019

Employee's Signature _____
Date

Supervisor's Signature _____
Date

Initials



**Wharton County
Junior College**

JOB DESCRIPTION
Human Resources Department

JOB TITLE: Coordinator of Assessment	FLSA: Exempt GRADE: AA-1
	NBAPOSN:
LOCATION: Wharton Campus	EFFECTIVE DATE: May 22, 2019
	REVISION DATE: May 22, 2019
REPORTS TO: Vice President of Planning and Institutional Effectiveness	

PURPOSE AND SCOPE:

The Coordinator of Assessment provides support to all instructional and non-instructional areas in relation to the institutional assessment process. The position supports continuous quality improvement across all functional areas through the development, implementation, and assessment of unit plans. This position collaborates with administrators throughout the institution to ensure compliance with SACSCOC accreditation standards and alignment with the institution's overarching Strategic Plan.

ESSENTIAL JOB FUNCTIONS:

1. This position assists the VPPIE in assuring that all assessment processes are aligned with and properly attend to the standards set by SACSCOC.
2. This position provides guidance regarding ongoing curricular assessment and assists faculty and instructional administrators with the development and implementation of effective assessment processes at the programmatic level.
3. This position provides guidance regarding ongoing functional (non-instructional) assessment and assists institutional administrators with the development and implementation of effective assessment processes at the unit/division level.
4. This position facilitates assessment of general education and prepares reports related to general education and core curriculum assessment.
5. This position supports assessment related to the institution's Quality Enhancement Plan in support of the VPPIE.
6. This position assists with special projects as assigned by supervisor.

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KNOWLEDGE, SKILLS, EXPERIENCE:

This position requires a Bachelor's Degree from a regionally accredited institution and five (5) years' work experience in education, to include two (3) years' experience with planning and assessment, data collection, and/or report preparation. This position requires a strong ability to communicate professionally and effectively, in written and graphic form, with both internal and external stakeholders. This position requires in-depth knowledge of windows-based PC-applications for word processing, spreadsheets, graphics, and database. Experience in Statistical Analysis is preferred. Experience with Sungard SCT Banner and knowledge of the functional process of the academic organization of the College is preferred. A criminal background check is also required.

SUPERVISION OF OTHERS:

This position does not have supervisory responsibilities.

SUPERVISION AND DIRECTION RECEIVED:

The Coordinator of Assessment is responsible and accountable to the Vice President of Planning and Institutional Effectiveness. Direct supervision will be provided by the Vice President of Planning and Institutional Effectiveness for fulfilling the objectives, standards, and duties listed in this document. Guidance for the performance of duties outlined in this job description comes from the policies and regulations of the College and any other applicable federal, state, and local statutes, ordinances, codes, rules, regulations or directives.

EQUIPMENT USED:

This position uses a personal computer workstation running in a Microsoft Windows environment, calculator, phone, and other general office equipment.

CONTACTS:

External contacts of this position include local, state, and regional agencies, including THECB and SACSCOC.

Internal contacts of this position are with administrators, faculty, and staff.

COMPLEXITY/EFFORT:

This position requires the ability to read and interpret policies, procedures and instructions, the ability to maintain accurate records where applicable and appropriate, and the ability to hear and understand applicant and employee inquiries and oral instructions from supervisor and emergency announcements. This position requires sufficient manual dexterity to prepare reports and graphics and assimilate data on a

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computer. This position may require travel to all college locations to provide needed support of institutional planning and assessment efforts.

WORKING CONDITIONS:

Work of this position is performed primarily in a climate-controlled open office environment with computers with minimal exposure to safety hazards. Infrequent travel and occasional use of a personal vehicle is required. Job duties require little physical effort with light lifting required for filing and shredding. Exposure to natural atmospheric conditions such as dirt and dust, etc is required.

LAST MODIFIED: May 22, 2019

Employee's Signature

Date

Supervisor's Signature

Date

Initials



**JOB DESCRIPTION
Human Resources Department**

JOB TITLE: Director of Curriculum Development	FLSA: Exempt GRADE: CA NBAPOSN:
LOCATION: Wharton Campus	EFFECTIVE DATE: May 24, 2019 REVISION DATE: May 24, 2019
REPORTS TO: Vice President of Instruction	

PURPOSE AND SCOPE:

The Curriculum Development Director (CDD) is responsible for curriculum development, managing the institutional curriculum system, supporting the development of transfer agreements, and providing support for curriculum development efforts. The CDD serves as a resource person to faculty, staff, and instructional administrators on curriculum requirements. The CDD works collaboratively with faculty and administrators to advise and ensure curriculum compliance with the rules and policies of the college, the State, and other external accrediting or licensing entities. The CDD is directly accountable to the Vice President of Instruction.

ESSENTIAL JOB FUNCTIONS:

1. This position facilitates the curriculum development and management process, sustaining integrity of the curriculum management process by reviewing and editing curriculum proposals submitted by faculty, department heads, division chairs, and deans for review by the Curriculum and Instructional Resources Committee.
2. This position serves as an academics liaison to the Curriculum and Instructional Resources Committee, ensures smooth committee operations with appropriate agenda, minutes, and processing of curriculum proposals.
3. This position reviews curriculum format (degrees, certificates, and courses); consults and advises faculty on education standards such as writing objectives and competencies; and helps craft prerequisites and catalog descriptions.
4. This position collaborates with originators of curriculum proposals, supports development of program learning outcomes and assessment instruments, and collaborates with the assessment coordinator on development of assessments that effectively measure defined learning outcomes; and supports college-wide assessment measures.

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5. This position coordinates approved curriculum changes with appropriate college departments, including Financial Aid, Admissions and Registration, and State Reporting.
6. This position ensures currency of Administrative Master Syllabi and compliance with HB 2504.
7. This position maintains a master list of approved instructional programs offered by the college and by campus location; ensures each instructional program is assigned the appropriate CIP code.
8. This position prepares curriculum items for administrative approval to include new curriculum items for governing board action as needed.
9. This position ensures the accurate and timely processing of approved curriculum proposals in Banner, at Texas Higher Education Coordinating Board, SACSCOC, the college website, and the college catalog.
10. This position facilitates, supports, and attends various meetings regarding curriculum development and articulation, including secondary, post-secondary, and university transfer articulation meetings.
11. This position annually updates the Curriculum Handbook and other relevant handbooks and publications.
12. This position performs other duties as assigned.

KNOWLEDGE, SKILLS, EXPERIENCE:

This position requires a Master's Degree from a regionally accredited institution and three (3) year's work experience at the college level in curriculum development, instructional design, education or a related field. A demonstrated ability in higher education curriculum and program development and effectiveness and expertise in adult learning methodologies is required. Excellent oral, written, and interpersonal communication skills are required. Experience with Texas Higher Education Coordinating Board and SACSCOC is preferred. A criminal background check is also required.

SUPERVISION OF OTHERS:

This position does not have supervisory responsibilities.

SUPERVISION AND DIRECTION RECEIVED:

The Curriculum Development Director is responsible and accountable to the Vice President of Instruction for fulfilling the objectives, standards, and duties listed in this

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document. Guidance for the performance of duties outlined in this job description comes from the policies and regulations of the college and any other applicable federal, state, and local statutes, ordinances, codes, rules, regulations, or directives.

EQUIPMENT USED:

This position uses a personal computer workstation running in a Microsoft Windows environment, printer, photocopier, facsimile, scanner, calculator, phone, and other general office equipment.

CONTACTS:

External contacts of this position are with agencies, vendors, and educational community leaders. This position may be required to maintain leadership position in community by serving on/participating in external organizations.

Internal contacts of this position are with the Board of Trustees, College administrators, department heads, faculty, and staff.

COMPLEXITY/EFFORT:

This position requires the ability to work with minimal supervision and to demonstrate excellent communications skills, interpersonal skills, and the ability to work on collegial teams. This position requires characteristics supported by collaborative work efforts with external and internal customers in a collegial atmosphere. This position requires demonstrated commitment to the mission of a comprehensive community college. The incumbent must be detail oriented, handle emergency situations as they arise, and possess the ability to work on a number of projects simultaneously and prioritize workloads. This position requires the ability to read and interpret departmental policies, procedures, and instructions, the ability to hear and understand customer inquiries and oral instructions from supervisor, and sufficient manual dexterity to prepare letters, reports, graphics, and other data on the computer.

WORKING CONDITIONS:

Work of this position is performed primarily in a climate-controlled office environment with exposure to natural atmospheric conditions such as dirt and dust, etc. Physical exertion is typical of an office environment and has minimal exposure to safety hazards. Travel is required.

LAST MODIFIED:

Employee's Signature

Date

Initials

Supervisor's Signature

Date

Initials