General Function:

The Vice-President for Learning and Workforce Development (VPL) is a member of the President’s Cabinet with executive responsibility for planning, managing, and evaluating all curriculum, continuing education, and basic skills areas of the college. The VPL provides highly complex and responsible assistance to the President and Board of Trustees and provides leadership as the college seeks opportunities to better serve students, the community, and business. The VPL works collaboratively with business and industry to ensure that the college has innovative workforce training programs that respond to community labor market demands.

Characteristics Duties and Responsibilities:

1. Serves as a Chief Academic Officer in a learning-centered college for assigned divisions; supervises the development, implementation, communication, and evaluation of the curriculum.
2. Understands workforce development principles of business and industry and ensure that innovative workforce training programs respond to their needs and expectations.
3. Serves as a member of the President’s Cabinet to plan and establish strategic goals/achievement indicators, and implement programs and services that maintain the college’s accreditation compliance.
4. Promotes academic excellence, creativity, leadership, cooperation/teamwork and accountability throughout the College.
5. Works collaboratively with the Executive Vice President, and other Cabinet members to recommend academic policies and procedures; participates in the planning, development, and design of state-of-the-art facilities that support effective teaching and learning; sustains a rigorous academic program that includes learning communities and service learning.
6. Monitors teaching and learning trends to ensure course content and teaching methodology are current and relevant. Directs the implementation of programs and strategies to improve these activities within all assigned divisions.
7. Formulates and recommends annual budget requests and assumes responsibility for subordinates to operate within the approved budget of the Learning Unit.
8. Provides broad direction to activities involved in institutional and individual program accreditation as it relates to the academic programs within assigned divisions.
9. Builds and fosters collaborative programs and initiatives such as articulation agreements with universities; K-12 connections; and business, industry, and community partnerships.
10. Represent CPCC, as required, by participating in appropriate national, state, and local councils, committees, boards, and organizations.

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position’s role, scope, FLSA status, or grade. June 2014.
Job Description

Job Title: Vice President Learning and Workforce Development
Grade: S
Department: Learning
FLSA: Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

12. Liaison to the President for Achieving the Dream and Completion by Design projects.

Reporting Relationships:

Direction Received: Reports to the President
Direction Given: Exercises direct supervision over professional, technical and clerical staff

Minimum Requirements:

Master’s Degree from a regionally accredited institution of higher education. Five years of progressively responsible academic and administrative experience, including experience in teaching, supervising full-time faculty, and administering exemplary academic programs, with proven success in improving educational outcomes and student retention.

Preferred Requirements:

Doctorate Degree from a regionally accredited institution

Knowledge, Skills, Abilities, and Worker Characteristics:

- Ability to promote the vision, mission, and goals of the college by communicating core purposes and supporting all instructional units of the College
- Ability to demonstrate leadership in designing and sustaining a rigorous academic program that provides support for ranges of student ability from developmental education to honors, includes international activities, learning communities, and service learning
- Skill and/or competency in leadership planning, budgeting, resource allocation, and in the development and evaluation of academic programs
- Broad knowledge and perspective on issues and challenges facing higher education
- Exemplary oral and written communication skills

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- Ability to recruit, evaluate and develop faculty and staff who represent the diversity of the college community and establishes appropriate professional developmental plans
- Strong commitment to innovative teaching and learning and to pursuing the potential of technology to support teaching, learning, and the delivery of instruction
- Ability to assess business data appropriately and use data to identify opportunities to serve and make effective decisions regarding the needs of business and industry
- Social and political sensitivity and ability to anticipate future trends
- Broad knowledge and perspective to develop competitive and breakthrough strategies and plans
- Problem solving skills

Working Conditions:

Typical Office Environment

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