



Trinity Valley Community College

Job Description

Provost, Health Science Center

COMMITMENT TO MISSION

This job carries with it the obligation to uphold the Mission of Trinity Valley Community College (TVCC) in carrying out the duties of the position. A commitment to positive interpersonal behaviors, professional communication, diversity, integrity, leadership, stewardship, respect and accountability to TVCC students and employees is essential.

PRIMARY PURPOSE:

Serves as campus administrator to plan, direct, and evaluate programs for Health Occupations leading to the attainment of the educational objectives of the programs and institution.

REPORTS TO:

Vice President of Instruction

SUPERVISES:

Terrell Health Science Center

EDUCATION AND EXPERIENCE QUALIFICATIONS:

EDUCATION REQUIRED:

Master's degree in Nursing with content in a major clinical nursing area, or administration and evaluation

PREFERRED:

EXPERIENCE REQUIRED:

At least three (3) years teaching experience in an Associate Degree Nursing program and at least three (3) years clinical experience in nursing, providing a broad educational background and experience which demonstrates abilities in nursing practice, principles of teaching, administration and public relations. Have documented knowledge, skills and abilities in administration within a professional nursing education program.

PREFERRED:

OTHER LICENSES OR CERTIFICATIONS:

Unencumbered current license or privilege to practice as a registered nurse (RN) in the state of Texas

Membership and participation in professional and civic organizations

KNOWLEDGE AND SKILLS REQUIRED:

- Computer software proficiency – Microsoft Office
- Written and oral communication
- Interpersonal and/or customer service skills
- Public Speaking/Presenting
- Leadership/Management
- Attention to detail
- Time management
- Federal regulations and directives
- Operational systems and procedures
- Organization
- Budget and Accounting principles
- Basic Math
- Administrative practices
- Advertising/Marketing practices

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. Job Descriptions may be subject to change.

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RESPONSIBILITIES:

- Develop and maintain an environment conducive to the teaching/learning process.
- Formulate and implement policies and standards in the health occupations division.
- Direct the activities and maintain the academic standards in the health occupations division.
- Provide leadership within the faculty for the development and implementation of all programs and curricula in the health occupations division.
- Recommend the need for new, modified and revised courses and/or programs to the vice president of instruction.
- Prepare class schedules each semester.
- Maintain lines of communication between the faculty and the administration and interpret the approved policies of the health occupations division through attendance at staff meetings.
- Prepare the proposed budget for the health occupations division and present to the vice president of instruction.
- Administer and control the budget for the health occupations programs.
- Participate in College committees and other activities of the College.
- Represent the Health Occupations Division in administrative meetings.
- Participate in strategic planning for the College and division.
- Coordinate development implementation and evaluation of administrative outcomes for the Health Occupations Division and HSC.
- Participate in grant application process, implementation and evaluation of grants awarded and development of grant reports for the Health Occupations Division.
- Recruit, interview, and recommend to the president and vice president of instruction an adequate number of qualified applicants for health occupations faculty positions.
- Maintain public relations, evaluate clinical facilities, and prepare contractual agreements with clinical facilities for student clinical experience.
- Assist in recruitment, evaluation, and counseling of health occupations students.
- Appoint nursing and other committees.
- Liaison with and maintain a relationship with the central administration.
- Facilitate faculty development, performance review, and retention.
- Liaison with and maintain a relationship with the Texas Board of Nursing.
- Assist nursing and other committees.
- Plan and initiate faculty orientation for the health occupations division.
- Prepare reports, surveys, and evaluation reports for regulatory agencies.
- Coordinate activities for accreditation and/or approval of health occupation programs.
- Keeps the administration informed regarding matters affecting the welfare of students, faculty, and the institution.
- Serve as chairperson for health science center faculty meetings and health occupation division meetings.
- Maintain ongoing advisory committees for the health occupations division.
- Keep faculty files current in the provost's offices.
- Make arrangements for coverage if instructors are unable to meet classes/clinicals.
- Keep abreast of new trends in nursing education by attendance at national and state level planning and evaluating committees.
- Adhere to the health occupations division health and safety policy.
- Maintain current CPR certification for health care providers.
- Cultivate an ongoing relationship with the community to establish affiliate agencies and to ensure responsiveness to community needs.
- Participate in professional organizations.
- Coordinate Master Plan of Evaluation process with ADN and VN faculty.

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- Provide leadership in curriculum development, including establishment of departmental learning outcomes (LEAPS) and the reporting of learning outcomes results as required by departmental procedures.
- Other duties as assigned by appropriate supervisory personnel
- Maintain the websites for the health occupations division programs.
- Update the health occupations brochure annually.
- Ensure that the HSC library holdings are current, relevant and current.
- Function as director of the ADN, VN and RN-to-BSN programs.
- Coordinate the ADN Transition program in the summer with the Associate Vice-Provost.
- Coordinate requests for Perkins grant funds when available.
- Serve as point of contact for any ExamSoft issues.
- Coordinate awarding of scholarships for health occupations students.
- Make sure faculty complete tasks such as uploading syllabi, reconciling rosters, and entering grades.
- Coordinate the ADN Target: Two Year program.
- Enter curriculum changes on the THECB website.
- Verify students are cleared for clinical (drug screens, background checks and immunizations, etc.) and provide attestation letters to clinical affiliates when requested.
- Function as the college's infection control nurse.
- Participate in reviewing and updating of the college catalog annually.
- Submit applications, updates and performance reports for WIOA funding as well as ITA agreements for students receiving WIOA funding.

SUPERVISOR RESPONSIBILITIES:

- Accomplishes department objectives by supervising staff and organizing and monitoring work processes.
- Maintains staff by recruiting, selecting, orienting, and training employees and developing personal growth opportunities.
- Accomplishes staff job results by coaching, counseling, and disciplining employees.
- Plans, monitors, and appraises job performance annually, and provides constructive feedback and coaching.
- Implements and enforces systems, policies, and procedures.
- Maintains safe and healthy work environment by establishing and enforcing organization standards and adhering to legal regulations.
- Completes operations by developing schedules, assigning and monitoring work, and gathering resources, implementing productivity standards, resolving operations problems, maintaining reference manuals, and implementing new procedures.
- Controls expenses by gathering and submitting budget information, scheduling expenditures, monitoring variances, and implementing corrective actions.
- Ensure quality and customer service standards are adhered to as a department.
- Contributes to team effort by accomplishing related results as needed.
- Setting goals for performance and deadlines in ways that comply with the college's plans and vision
- Organizing workflow and ensuring that employees understand their duties or delegated tasks

WORKING CONDITIONS:

TOOLS/EQUIPMENT USED:

- Standard office equipment
- Personal computer and peripherals
- Calculator
- Multi-line phone system
- Copier
- Fax machine
- Cellular phone
- Instructional equipment

PHYSICAL DEMANDS:

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- Requires: Walking, finger dexterity, talking, hearing, seeing, sedentary work, and computer work.
- Subject to: Standing
- May need: Lifting
- Occasionally need to: Reaching, and light work

MENTAL DEMANDS:

- Emotional control under stress Less than 25% of the time
- Frequent interruptions more than 50% of the time

OTHER DEMANDS:

None

The above job description has been reviewed with the employee. It was explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

Approved: 7/18/01

Revised:

Classification:	Administration	Coordinating/Non-Coordinating:	C
FLSA Status:	Exempt	TVCC Job Code:	1160
DBM:	E	Travel Required:	Less than 25% of the time
IPDEDS/SOC CODE:	11-9033	Employment Status:	Full-Time
SALARY GRADE:	305	Length:	12 Mo.
FUND:	001	TRS POS. CODE	TRS 01

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