



Trinity Valley Community College

Job Description

Associate Vice President of TDCJ Correctional Programs

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:

Responsible for coordinating the instructional activities at the TDCJ units and to serving as liaison between the campus administration and staff, Texas Department of Criminal Justice (TDCJ) officials, TVCC instructional administrators, and TDCJ personnel.

REPORTS TO:

Vice President of Instruction

SUPERVISES:

TDCJ Correctional programs division

EDUCATION AND EXPERIENCE QUALIFICATIONS:

EDUCATION REQUIRED:

Master's degree

EXPERIENCE REQUIRED:

Three (3) years of work experience in the area of higher education.

PREFERRED:

Five (5) years' community college teaching and administrative experience. Experience in providing leadership for community college academic education programs. Knowledge of the Texas Higher Education Coordinating Board and Southern Association of Colleges and Commissions on Colleges (SACSCOC) policies and procedures relating to performance measures and academic education programs.

OTHER LICENSES OR CERTIFICATIONS:

This position requires TDCJ clearance prior to employment.

KNOWLEDGE AND SKILLS REQUIRED:

- Computer software proficiency – Microsoft Office
- Operating equipment – office or otherwise
- Written and oral communication
- Interpersonal and/or customer service skills
- Public Speaking/Presenting
- Basic Math
- Leadership/ Management
- Attention to detail
- Time management
- Organization
- Federal Regulations and Directives
- Operational Systems and procedures
- Budget and accounting principles
- 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:

- Work with administration to ensure THECB and SACSCOC compliance with all TDCJ operations and activities.
- Responsible for the creation, maintenance and dissemination of TDCJ calendar.
- Responsible for the creation, and management for the vocational cycle schedule for TDCJ.
- Responsible to ensure effective communication regarding the vocational cycle schedule and any changes.
- Serve on the Executive Cabinet, Instructional Administrators Committee, and other committees as assigned.
- Provide administrative leadership and knowledge in the planning and review of legislative, state, and local initiatives related to Texas Department of Criminal Justice operations.
- Oversee and manage the contract between the Texas Department of Criminal Justice Rehabilitation Programs Division (RPD) and TVCC.
- Oversee the annual revisions to TDCJ handbook to reflect accurate and current course inventories and program offerings.
- Coordinate with unit coordinators to provide leadership and coordination in development and implementation of the curriculum, including LEAPs, master syllabi, program reviews, work towards departmental/divisional programs, goals and objectives, and schedule and conduct departmental/divisional planning meetings.
- Coordinate instructional activities with unit coordinators and Counselors of TDCJ Correctional Programs.
- Other duties as assigned by appropriate supervisory personnel.
- Maintains confidentiality of information.
- Work assigned schedule and comply with timekeeping policy.

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

All TVCC positions are security sensitive and require a criminal background check.



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- Cellular phone

PHYSICAL DEMANDS:

- Requires: Standing, walking, finger dexterity, talking, hearing, seeing, repetitive motions, and computer work
- Subject to: Balancing, and sedentary work
- May need: Reaching, lifting, and medium work
- Occasionally need to: Climbing, stooping, kneeling, crouching, pushing, pulling, grasping, feeling, and heavy or very heavy work.

MENTAL DEMANDS:

- Atmospheric Conditions: Less than 25% of the time
- Extreme temperatures: Less than 25% of the time
- Environmental: Less than 25% of the time
- Emotional control under stress 25%- 50% of the time
- Frequent interruptions 25%-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: 10/11/2021

Classification:	Administration	Coordinating/Non-Coordinating:	C
FLSA Status:	Exempt	TVCC Job Code:	1472
DBM:	E	Travel Required:	Less than 25% of the time
IPDEDS/SOC CODE:	11-9033	Employment Status:	Full-Time
Salary Grade:	300	Length:	12 Months
FUND:	001	TRS POS. CODE	TRS 01

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