

**POSITION NOTICE
BIG SPRING SITE**

POSITION: ADMINISTRATIVE DEAN OF INSTRUCTION #479

NOTE: OFFICIAL TRANSCRIPTS AS WELL AS ANY OTHER DOCUMENTS DISCLOSING CREDENTIALS PERTAINING TO THIS POSITION WILL BE REQUIRED. WILL BE SUBJECT TO A CRIMINAL BACKGROUND CHECK.

EXPERIENCE AND OTHER QUALIFICATIONS REQUIRED: Masters degree and specialized training required, or additional graduate hours. Additional education will be recognized. Ten (10) years related experience preferred. Effective leadership and communication skills; knowledge and experience with instructional program development; experience with learning outcomes assessment; knowledge of THECB, SACSCOC, and TEA regulations; experience identifying workforce training needs and working with business and industry; budget and personnel oversight; experience working with school districts.

DESCRIPTION OF JOB DUTIES: Provide leadership in the planning, development, implementation, operation, supervision, and evaluation of the instructional divisions on the Big Spring, Lamesa, and SWCD sites. The position works closely with the SWCD Provost, Executive Dean- Lamesa, and Administrative Dean of Instruction- San Angelo to ensure effective instructional delivery across the district. Implement initiatives that improve student success as measured by student learning outcomes, enrollment, successful course completion, retention, and graduation rates. Develop and maintain collaborative partnerships with school districts, business/industry, and other colleges. Develop courses and programs that promote successful student placement in the workforce and/or transfer to four-year institutions. For a complete list of job duties refer to the job description, available from Human Resources.

SALARY RANGE: \$71,322 - \$78,878 (Additional education/credentials can result in increased salary)

POSITION AVAILABLE: Immediately

TO APPLY: Complete online application at: <https://howardcollege.edu/careers/>

POSTED: August 22, 2024

It is the intent of the Howard County Junior College District not to discriminate nor tolerate discrimination or harassment against any legally protected category, class, characteristic, or on the basis of any other legally protected status in its employment policies, procedures, and processes to ensure employees and applicants are treated fairly and respectfully.