



# TENNESSEE COLLEGE OF APPLIED TECHNOLOGY

ELIZABETHTON

**Institution:** Tennessee College of Applied Technology – Elizabethton  
**Position:** Vice President of Instruction, Dual Enrollment and Accreditation  
**Reports To:** College President

## PURPOSE

The Vice President of Instruction, Dual Enrollment and Accreditation supports the College President in administering and directing College affairs. He/she assists with academic affairs for the college, and coordinates faculty growth and development. This role helps ensure compliance with TBR and accreditation standards. This position also supervises dual enrollment, student services and faculty members.

## PRIMARY RESPONSIBILITIES AND TASKS

1. Support the College President in the continuous review, revision, implementation and monitoring of operational goals and objectives, while developing and making recommendations to the College President.
2. Coordinate and facilitate the dual enrollment process including but not limited to increasing the number of high school students participating in dual enrollment.
3. Oversee the registration functions within banner and assign duties accordingly.
4. Provide leadership for the training and motivation of assigned staff to make full use of individual capabilities and to meet college growth and demands.
5. Serve as the accreditation liaison to accreditation agencies and provide leadership in maintaining program accreditation and gaining/maintaining appropriate program-specific accreditation.
6. Helps direct the selection, supervision, development, and evaluation of faculty and programs by establishing and modeling performance expectations and standards; conducting formal classroom observations with instructors; planning and facilitating faculty meetings, evaluating usage of advisory committees; and disseminating the results of formal and informal staff and student evaluation of services provided which culminate in annual performance evaluations of faculty and evaluations of programs.
7. Keep abreast of new developments in curriculum, evaluation, and professional development through readings, conferences, and other means of gathering training and

AA/EEO

The Tennessee College of Applied Technology does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been assigned to handle inquiries regarding the non-discrimination policies: Patricia Henderson – [Patricia.Henderson@tcatelizabethton.edu](mailto:Patricia.Henderson@tcatelizabethton.edu) – 423-547-0070 (Ext. 1004)

The TCAT Elizabethton/TBR policy on non-discrimination can be found at <https://tcatelizabethton.edu>

knowledge and disseminate this information to appropriate members of the administrative, instructional, and support staffs on a regular basis, including conducting and/or arranging faculty orientations and professional development.

8. Pursue articulation agreements and defined career pathways in each program area through involvement with TCAT Elizabethton faculty, other higher education institutions, and school districts.
9. Facilitate effective College representation on various State or regional industry/program-specific advisory boards or coordinating committees, as needed.
10. Oversee and facilitate Occupational Advisory Committees for each program and assist in maintaining industry connections for current and planned program areas.
11. Develop, implement, and monitor academic operations and practices that will promote growth through improved and expanded curricula.
12. Responsible for adherence to accreditation standards and submission of all required paperwork to accreditation agencies.
13. Coordinate with stakeholders to create the College's academic calendar.
14. Additional responsibilities as assigned.

#### **QUALIFICATIONS/JOB REQUIREMENTS**

**Education:** Master's degree in education or related area from an accredited college or university is highly preferred.

**Experience:** Minimum of five years of experience in education and curriculum development; or a combination of education, training, and experience. A minimum of five years of experience in educational administration and/or leadership responsibilities (preference given for experience in career and technical education).

**Salary:** Commensurate with qualifications, experience, education, and in accordance with the guidelines established by the Tennessee Board of Regents.

For consideration, qualified applicants who are interested should submit a detailed resume and TCAT employment application. Applications are available on our website at <http://www.tcatelizabethton.edu/about/jobs-and-employment>

Applications should be submitted to: Tennessee College of Applied Technology - Elizabethton  
Attention: Casey Robbins 426 Highway 91 N Elizabethton, TN 37643  
[Casey.Robbins@tcatelizabethton.edu](mailto:Casey.Robbins@tcatelizabethton.edu)

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