



Job Descriptions

Table of Contents

President	6
Director of the Ranger College Foundation	7
Secretary to the Board of Regents	8
Assistant to the President	9
Director of Institutional Research	10
Public Information Officer/Sports Information Director (PIO/SID)	11
Receptionist/Mail Manager	12
Vice President of Instruction	13
Director of Counseling	14
Recruitment & Retention Coordinator	15
Full-time Faculty	16
Adjunct Faculty	17
Dean of Developmental Studies	18
Developmental Studies Faculty	19
Welding Program Instructor	20
Director of the Physical Plant	21
Custodian	22
Building/Maintenance/Grounds Technician I	23
Athletic Director	24
Associate Athletic Director	25
Athletic Trainer	26
Head Coach	27
Assistant Coach	28
Bus Driver	29
Webmaster	30
Director of Honors Program	31
Student Government Association Advisor	32
Vice President of Brown County	33

Director & Academic Advisor-Brown County	34
Administrative Assistant-Brown County Center	35
Dean of Nursing	36
Registered Nursing Faculty-Part Time	37
Registered Nursing Faculty	38
Director of Vocational Nursing	39
Administrative Assistant to the Dean of Nursing	40
Vocational Nursing Program Coordinator	41
Vocational Nursing Faculty	42
Vice President of Erath County	43
Administrative Assistant	44
Academic Advisor	45
Director of Childcare Programs	46
Assistant Director of Childcare Programs	47
Child Development Teacher	48
Child Development Aide	49
Dean of Enrollment Management/Registrar	50
Assistant Registrar	51
Admissions Assistant	52
Secretary to the Registrar	53
Vice President of Student Services	54
Administrative Assistant to the Vice President of Student Services	55
Director of Financial Aid	56
Assistant Director of Financial Aid	57
Financial Aid Customer Service Clerk	58
Director of Student Support Services	59
Student Support Services-Transfer/Career Advisor	60
Student Support Services-Tutor Coordinator	61

Student Support Services-Data Entry Specialist	62
Director of Security	63
Security Officer	64
Residence Dorm Director	65
Vice President of Administration	66
Vice President of Technology	67
Director of Information Technology	68
Testing Coordinator	69
QEP Director	70
Senior Vice President of Financial and Administrative Services/Chief Financial Officer	71
Payroll & Benefits Coordinator	72
Bursar	73
Accounts Payable Clerk	74
Accountant	75
Human Resources-Generalist	76
Director of Dual Credit Enrollment Programs	77
Division Chair	78
Director of Learning Resources	79
Library Assistant-Ranger Campus	80
Library Assistant – Brown County Center	81
Library Assistant – Erath County Center	82
Program Coordinator	83
Cosmetology Faculty	84
Cosmetology Secretary	85
Executive Vice President of Workforce & Economic Development	86
Coordinator of Continuing Education	87
Grant Facilitator	88
Vice President of Accreditation and Institutional Effectiveness	89

Office Support/Advising Assistant- Erath Center	90
Office Support/IT- Erath Center	91
Office Support/ Financial Aid- Erath Center	92
Associate Vice President of Erath Center	93
Director of Upward Bound	94
Upward Bound Advisor	95
Upward Bound Data Entry Specialist	96

President

The President reports to the Board of Regents. The major duties and responsibilities include:

1. Serving as the chief professional advisor to the Board in all matters relating to the educational, business, and athletic policies of the College.
2. Overseeing and having ultimate responsibility for educational programs, business functions, and athletic programs of the College with appropriate participation by faculty and students and oversight by the Board of Regents.
3. Recommending for employment all full-time employees of the College. The President has the authority to employ short-term, part-time, and/or temporary employees who will work for brief periods of time (e.g., one semester or less).
4. Recommending all contract (full-time employees) changes to the Board of Regents, including contract renewals, modifications, non-renewals, and terminations.
5. Recommending via the approval process the status of faculty tenure (excluding the Board action outside of the approval process to grant the status of faculty tenure).
6. Conducting meetings of the faculty and/or staff as needed.
7. Preparing each year an Annual Plan, an Institutional Effectiveness Plan, a Facilities Master Plan, and an end-of- the-year President's Report.
8. Investigating the need for facilities and facility renovation and making recommendations to the Board of Regents to meet these needs.
9. Having the authority to approve purchases and expenditures within the budget limits and policies approved by the Board of Regents and to be able to delegate such authority.
10. Making final approval of all trips involving students and other personnel who are not specified by the approved budget and/or to be able to delegate such authority.
11. Creating Board agendas for official meetings and placing on the agenda's items proposed by individual Regents, which will require action of the full Board of Regents in official meetings.
12. Completing Goal/Objective/s as assigned.
13. Approving all college fundraising.

Director of the Ranger College Foundation

The Executive Director of the Ranger College Foundation reports directly to the Foundation Board of Directors and the Ranger College Board of Regents. The major duties and responsibilities include:

1. Identifies, solicits, and secures gifts for RC from interested individuals and organizations.
2. Directs and administers the overall planning and activities of RC Foundation including annual, major, and targeted fund-raising campaigns.
3. Prepares all Foundation Board of Directors' meeting materials and minutes of the meetings.
4. Manages Foundation records and historical data.
5. Trains volunteers and participates in gift solicitation.
6. Supports the College in its efforts to acquire resources.
7. Manages comprehensive records for Foundation reporting including state and federal reports, audits, standard operating procedures, legal agreements, 501C3 procedures, income tax reports, and investments.
8. Coordinates all committee work of the Foundation.
9. Support and partner with the College President on all major fundraising activities
10. Performs other related duties as assigned by the Foundation's Board of Directors.

Secretary to the Board of Regents

The Secretary to the Board of Regents for Ranger College reports to the Ranger College Board of Regents. The major duties and responsibilities include:

1. Typing the Board Agenda for Regular and Special called meetings.
2. Filing the Agenda with the County Clerk's Office.
3. Taking minutes for the Regular and Special called meetings of the Board of Regents.
4. Preparing minutes after meetings for approval at the next meeting.
5. Maintaining the official Minute Book.
6. Processing election paperwork for Board of Regents elections held every two years.

Assistant to the President

The major duties and responsibilities include:

1. Typing reports, memos, letters, etc. as requested by the President, including yearly Phi Theta Kappa invitation letters for the sponsor.
2. Preparing and distributing file folders, and board member information packets for regular and special called meetings of the Board of Regents.
3. Typing and posting the agenda as instructed by the President of the College.
4. Notifying the Board members of probable meeting dates and calling the Board members the day of the meeting to ascertain attendance and whether there will be a quorum.
5. Assisting as requested with the paperwork involved in Board elections, held every two years.
6. Coordinating, ordering, and maintaining adequate office supplies as needed in the President's Office, including preparation of Purchase Requests relative to such supplies.
7. Overseeing the vending machines on campus and reporting problems to the company when needed.
8. Serving as the liaison and reporting agent relative to the photocopy machines in use at the College, including off-campus locations as needed.
9. Assisting with the management of Presidential Scholars.
10. Assisting with College recruiting efforts.
11. Assisting with daily duties of the President.
12. Performing other duties as assigned.

Director of Institutional Research

The major duties and responsibilities include:

1. Coordinate with the President, Vice President of Administration, and the Registrar's Office in compiling reports for Institutional Research purposes.
2. Assist in the process of compiling reports related to student cohort tracking.
3. Responsible for harvesting data and converting data into actionable information for decision-making.
4. Assist data users in defining data needs and interpreting results.
5. Provide leadership and recommendations when compiling, analyzing, and interpreting institutional data for internal users and processes as well as preparing, developing, and publishing internal and external reports including, but not limited to IPEDS, LBB, CB116, and the THECB licensure report.
6. Support the college's student success initiatives through presenting disaggregated cohort analyses of student progression rates.
7. Perform all other duties as assigned.

Public Information Officer/Sports Information Director (PIO/SID)

The PIO/SID reports to the Assistant to the President. The major duties and responsibilities include:

1. Acquiring pictures and writing articles about Ranger College students and their accomplishments, new personnel hired or personnel accomplishments, and events (both athletic and non-athletic) for distribution to the media.
2. Creating advertisements for newspapers, along with spots for radio and television.
3. Creating and submitting advertisements for available job positions.
4. Create and distribute monthly, The Ranger College Newsletter.
5. Maintain and update as needed the electronic signage board at entrance of the college.
6. Responsible for game day management of all home games for all sports; programs, securing scoring table officials, etc.
7. Performing other assignments as assigned by the Assistant to the President and/or the President of the College.

Receptionist/Mail Manager

The major duties and responsibilities for the receptionist include:

1. Greeting visitors to the Administration Building in a courteous, professional manner and directing them to the requested office.
2. Assisting in the maintenance of the foyer area: cleaning the area, watering the plants, etc.
3. Answering the telephone in a courteous, professional manner, routing calls to appropriate offices, giving an extension number for each call, and taking messages as needed.
4. Preparing reports, memos letters, etc. for the President.
5. Preparing copies for various staff members when needed.
6. Process mail and fax messages.
7. Assist with supervising work-study students assigned to the President's Office, requiring appropriate dress and behavior, and requiring them to maintain the office in a clean condition.
8. Troubleshooting phone problems and contacting phone company for repairs as needed.
9. Receiving incoming mail from the Post Office and sorting it into appropriate mail bins.
10. Receiving outgoing mail from Ranger College employees and getting it to the Post Office in a timely manner daily.
11. Franking outgoing mail and maintaining records of postage usage by college units and divisions on a daily basis.
12. Preparing monthly usage reports for the Business Office.
13. Securing express mail/next-day delivery services from appropriate delivery companies as needs arise.
14. Completing appropriate forms for the Post Office and attaching adequate postage for certified, registered, return receipt and other special mailings.
15. Receiving, franking, properly bundling and transporting bulk mailings to the Post Office.
16. Remaining abreast of postage regulations as they may change from time to time.
17. Receiving, signing, and delivering packages from FedEx and UPS.
18. Assigns student mailboxes during the Fall and Spring semesters and delivers mail to the appropriate boxes.
19. Performs other duties assigned.

Vice President of Instruction

The major duties and responsibilities include:

1. Provides leadership and oversight of all college credit and non-credit courses and programs, supervising and providing leadership to the instructional deans.
2. Provides leadership in curriculum planning, program development and implementation, and program review in all instructional areas.
3. Analyzes program data and makes recommendations regarding course and program addition/deletions and consolidation, in consultation with instructional deans.
4. Responsible for developing and maintaining positive relationships with external business and appropriate community organizations. Serves as instructional liaison to external business and appropriate community organizations.
5. Provides leadership in master planning, budget development, monitoring budgets and the creation and assessment of institutional effectiveness measures in all instructional program areas.
6. Provides leadership in developing, reviewing, and maintaining transfer-articulation agreements, and serves as contact person with other colleges regarding transfer matters.
7. Reviews and proposes needed revisions to the college catalog, academic policies, administrative rules, and other instructionally related materials.
8. Helps identify and secure appropriate institutional resources to support professional development of faculty and staff.
9. Supervises assigned staff, with the responsibilities of hiring, training, and evaluating these individuals.
10. Recommends staffing table faculty appointments to the President.
11. Ensures consistency in the delivery of programs and services in all assigned areas, across the district.
12. Implements college policies, administrative rules, and procedures.
13. Serves on college shared governance structures and committees.
14. Performing other duties assigned.

Director of Counseling

The major duties and responsibilities include:

1. Assuming primary responsibility for counseling at Ranger College.
2. Providing academic advisement, career, and personal counseling for students at Ranger College.
3. Supervising work-study personnel if assigned to the counseling office.
4. Coordinating and directing an effective tutoring program.
5. Recommending financial budgets for the primary areas of responsibility.
6. Assisting in College recruitment.
7. Recommending development of new courses, new programs, and/or revision of current programs to meet the changing needs of the student population.
8. Supervising career development and job placement activities.
9. Serving as consultant and coordinator of the faculty/student advising system.
10. Assisting in gathering information for the College calendar.
11. Assisting with freshman orientation programs.
12. Promoting the development of responsible character and behavior among students.
13. Coordinating ADA services to students to meet needs in the classroom.
14. Providing degree plans for all majors and schools requested by students or advisors.
15. Teaching one or more sections of General Psychology.
16. Perform other duties as assigned.

Recruitment & Retention Coordinator

The major duties and responsibilities include:

1. Coordinate with the administration and faculty regarding students who are not meeting attendance and grade expectations.
2. Assume primary responsibility for promptly preparing and distributing regular absence/grade reports to faculty and coaches.
3. Meet with students both formally and informally to encourage academic success, completion, and advancement through realistic goal setting, appropriate counseling, and academic counseling.
4. Seek out and organize interventions with students who are at risk of failing and/or being dropped/becoming ineligible.
5. Meet with career and technical education students both formally and informally to encourage success, degree/certificate completion, and provide appropriate counseling.
6. Seek out and organize interventions with career and technical education students who are at risk of stopping out/or being withdrawn from CTE programs.
7. Recruit traditional, non-traditional, and underrepresented gender groups for career and technical education programs, this will include but not be limited to dual enrollment, career/college days, and the Hispanic Leadership Conference.
8. Assist with the Student Success by the Numbers initiative.
9. Support the college's student success initiatives through assisting the IR Director with information related to the progress of cohorts of students in developmental studies and academic coursework.
10. Maintain appropriate records on all students, including formal and informal interactions, academic progress and achievement of academic goals and milestones.
11. Initiate and coordinate regular meetings with international student groups.
12. Perform all other duties as assigned.

Full-time Faculty

The major duties and responsibilities include:

1. Providing quality learning experiences for students and maintaining the integrity of course standards and objectives.
2. Meeting class punctually and keeping class throughout the scheduled time as appropriate to provide quality learning experiences.
3. Preparing course syllabi for each course taught following the College's guidelines which are located at the Vice President of Instruction Office.
4. Submitting personal vita for placement on-line.
5. Maintaining and submitting inventory records of all plant assets and Carl Perkins purchases made during the year.
6. Submitting budget requests to the Vice President of Instruction.
7. Maintaining records of attendance, student progress, and grade distributions of students enrolled in the faculty member's classes and making all required student reports to the registrar and administrators on the dates required.
8. Maintaining required office hours to assist students. Post hours on the office door and submit hours to the Vice President of Instruction and the Switchboard operator.
9. Notifying the Division Chair or Program Director and the Vice President of Instruction if a scheduled class/lab will be cancelled or moved to another location.
10. Maintaining discipline and order during instructional activities and reporting all student problems in need of attention to the Dean of Students.
11. Supporting the mission of the College by serving on college committees, attending division and faculty meetings, and submitting all required paperwork in a timely manner.
12. Participating in academic advising and registration with a positive attitude toward helping students. Stay current on advising policies.
13. Counseling students when there is a need and opportunity, realizing that the faculty member is often in the best position for effective guidance.
14. Assisting with divisional duties including but not limited to scheduling, program planning, and curriculum and catalog development.
15. Seeking to stay current in the instructional discipline and in teaching by participating in professional development.
16. Analyzing library holdings and making recommendations for purchase of library materials.
17. Attending graduation.
18. Perform other duties assigned.

Adjunct Faculty

The major duties and responsibilities include:

1. Providing quality learning experiences for students and maintaining the integrity of course standards and objectives.
2. Meeting class punctually and keeping class throughout the scheduled time as appropriate to provide quality learning experiences.
3. Following the College's guidelines for course syllabi and state clear learning objectives and assessment criteria.
4. Maintaining records of attendance, student progress, and grade distributions of students enrolled in the faculty member's classes and making all required student reports to the registrar and administrators on the dates required.
5. Maintaining required office hours to assist students. If applicable, Post hours on the office door and submit hours to the Vice President of Instruction.
6. Notifying the Division Chair or Program Director and the Vice President of Instruction if a scheduled class/lab will be cancelled or moved to another location.
7. Participating in special staff development activities for adjunct faculty.
8. Maintaining discipline and order during instructional activities and reporting all student problems in need of attention to the Dean of Students.
9. Counseling students when there is a need and opportunity, realizing that the faculty member is often in the best position for effective guidance.

Dean of Developmental Studies

The major duties and responsibilities include:

1. Serving as the spokesperson for the Developmental Studies Area and promoting interdepartmental cooperation and effective formal communication within the Division of Instruction.
2. Assisting the developmental faculty in conducting course or program development, including a non-course-based remediation program, and assisting in making revisions as warranted to meet the needs of developmental students.
3. Assisting the Vice President of Instruction in projecting personnel needs of the developmental area, recruiting qualified candidates for both full-time and part-time faculty for all on-campus and off-campus positions, participating in the search committee process when new employees are to be hired, and recommending faculty for employment.
4. Orienting all full-time and part-time faculty, both on-campus and off-campus assigned to the developmental area to the Ranger College instructional environment, the resources available for the support of their assignment, and their teaching duties and responsibilities. This duty may be reassigned by the Vice President of Instruction.
5. Assisting the Vice President of Instruction in evaluating all faculty in the developmental area.
6. Conducting area meetings at least monthly, preparing minutes of such meetings, distributing those minutes to the developmental faculty, the Vice President of Instruction.
7. Attending meetings as requested by the Vice President of Instruction.
8. Being familiar with all aspects and legal requirements of THEA and maintaining a file of all current interpretations of THEA-related questions.
9. Attending workshops as needed to maintain currency in THEA.
10. Assisting the Vice President of Instruction in preparing the annual budget and maintaining effective budgetary control over the developmental area.
11. Being familiar with programs of remediation in other Colleges to ensure that Ranger College remains at the forefront in this area.
12. Overseeing and coordinating the activities of a Developmental Learning Lab.
13. Assisting and advising the Vice President of Instruction in resolving grade disputes and complaints.
14. Assisting the administration in formulating policy and procedures affecting the developmental faculty.
15. Expanding the Developmental Learning Lab as may be fiscally feasible.
16. Establishing procedures to comply with THEA legislation after consultation with the Vice President of Instruction.
17. Perform other duties as assigned.

Developmental Studies Faculty

The major duties and responsibilities include:

1. Developmental Studies Instructor must hold a bachelor's degree in the subject area of instruction, or a bachelor's degree with a minimum of 12 credit hours in the subject area of instruction, or a bachelor's degree with extensive work history/experience with Developmental Studies at the secondary and/or post-secondary level
2. Providing quality learning experiences for students and maintaining the integrity of course standards and objectives.
3. Meeting class punctually and keeping class throughout the scheduled time as appropriate to provide quality learning experiences.
4. Following the College's guidelines for course syllabi and state clear learning objectives and assessment criteria.
5. Maintaining records of attendance, student progress, and grade distributions of students enrolled in the faculty member's classes and making all required student reports to the registrar and administrators on the dates required.
6. Maintaining required office hours to assist students. Post hours on the office door and submit hours to the Vice President of Instruction and the Switchboard operator.
7. Notifying the Division Chair or Program Director and the Vice President of Instruction if a scheduled class/lab will be cancelled or moved to another location.
8. Participating in special staff development activities for adjunct faculty.
9. Maintaining discipline and order during instructional activities and reporting all student problems in need of attention to the Dean of Students.
10. Counseling students when there is a need and opportunity, realizing that the faculty member is often in the best position for effective guidance.
11. Perform other duties as assigned.

Welding Program Instructor

The major duties and responsibilities include:

1. Supervising the Welding Program in accordance with the philosophy of the College and the rules and regulations of the Workforce Division.
2. Scheduling all classes to coordinate with the College calendar.
3. Submitting all documents required by the Main Campus, and other state, federal, and local agencies.
4. Preparing an annual budget and maintaining effective budgetary control for the Welding Program.
5. Assisting in the registration process.
6. Maintaining up-to-date academic and attendance records on each student and making these records available to the Office of Admissions and Records.
7. In cooperation with the Vice President of Instruction, planning advisory committee meetings and being responsible for arrangement of such meetings.
8. Participating in the reviewing and selecting of textbooks, welding kits, and other instructional materials for the program.
9. Updating texts, outlines, and teaching plans so that they remain current with the curriculum and to meet the changing needs of the students and staying current in the welding profession.
10. Counseling students when necessary, realizing that a faculty member is often in the best position for effective guidance and making referrals to the Ranger College Counselor or Recruitment & Retention Coordinator when appropriate.
11. Cooperating with other RC administrative personnel in improving and promoting the image of the College through effective public relations/marketing activities.
12. Recruiting students for each beginning class.
13. Being responsible for all property, both leased and belonging to Ranger College, and maintaining an annual inventory.
14. Attending graduation activities.
15. Attending meetings and other activities on the main Ranger College campus as requested by the President and /or the Vice President of Instruction.
16. Perform other duties as assigned.

Director of the Physical Plant

The major duties and responsibilities include:

1. Maintaining good relations with the maintenance staff, other College employees, and students.
2. Supervising the maintenance of assigned College-owned buildings and equipment.
3. Maintaining necessary building and equipment records.
4. Supervising maintenance/custodial/grounds personnel.
5. Assisting in administering the financial budgets for the Maintenance Office.
6. Instructing others in the use of tools and equipment.
7. Inspecting all equipment, buildings, and grounds.
8. Maintaining a preventive maintenance schedule.
9. Purchasing supplies and equipment approved for the maintenance department.
10. Perform other duties as assigned.

Custodian

The major duties and responsibilities include:

1. Provides a safe and healthy environment by following and adhering to instructions regarding the use of chemicals and supplies.
2. Clean and sanitize restrooms using established practices and procedures. Stocks facilities with all janitorial supplies; paper, hand soap for dispensers, etc.
3. Sweep, mop, or vacuum floors daily. Empty and disinfect wastebaskets and clean recycle containers. Clean and dust furniture and window blinds.
4. Sweep and clean exterior/interior door entrances of assigned buildings.
5. Strip and wax floors when needed or instructed. Burnish floors when required.
6. Report any issues to the Lead Custodian, (a) Presence of animals, varmints, or insects. (b) Any safety hazards or health issues. (c) Water leaks or maintenance issues. (d) Cleaning supplies needed, or equipment repair needed.
7. Perform all other duties as assigned.

Building/Maintenance/Grounds Technician I

The duties and responsibilities include:

1. Assisting the Director of Maintenance in conducting preventive maintenance to the buildings and mechanical equipment.
2. Assisting in the repairs of buildings and maintenance of grounds.
3. Performing College locksmith duties as needed.
4. Maintaining tools and equipment in good repair and working condition.
5. Responding to work orders in a timely and courteous manner.
6. Responding to emergency maintenance needs of the College on a 24 hour, 7 days per week basis.
7. Picking up trash in or around buildings as assigned.
8. Mowing and trimming grass around buildings as assigned.
9. Keeping trees and shrubs trimmed around buildings as assigned.
10. Perform other duties as assigned.

Athletic Director

The major duties and responsibilities include:

1. Serving as spokesperson for the division and promoting interdepartmental cooperation and effective formal communication within the Division of Athletics.
2. Assisting the President in formulating goals and outcomes for the Division of Athletics.
3. Projecting to the President the personnel need of the division, recruiting qualified candidates for both full-time and part-time coaches for all sports, and participating in the search committee process when new employees are to be hired in the respective division and recommending coaches for employment.
4. Assisting in conducting program development, evaluation, and revision as needed to meet the needs of students.
5. Orienting all full-time and part-time coaches, assigned to the division of athletics to the Ranger College instructional environment, the resources available for support of their assignment, and their teaching duties and responsibilities. This duty may be reassigned to the Associate Dean of Athletics.
6. Recommending the annual division budget and maintaining effective budgetary control over the programs for which the Athletic Director is responsible.
7. Preparing the game schedules in conjunction with the other Head Coaches for each season.
8. Assisting the administration in formulating policy and procedures affecting student athletes.
9. Ensuring academic standards are maintained and ascertaining that all full-time and part-time coaches fulfill their instructional assignments as stated in their respective job descriptions.
10. Reporting any issues and/or concerns within the division and assisting the Dean of Students in resolving any problems which may arise.
11. Perform other duties as assigned.

Associate Athletic Director

The Associate Athletic Director reports to the Athletic Director. The major duties and responsibilities include:

1. Assisting the Athletic Director in completing his/her duties and responsibilities.
2. Assisting in serving as spokesperson for the division and promoting interdepartmental cooperation and effective formal communication within the Division of Athletics.
3. Assisting the Athletic Director in formulating goals and outcomes for the Division of Athletics.
4. Projecting to the Athletic Director the personnel need of the division, recruiting qualified candidates for both full-time and part-time coaches for all sports, and participating in the search committee process when new employees are to be hired in the respective division and recommending coaches for employment.
5. Assisting in conducting program development, evaluation, and revision as needed to meet the needs of students.
6. Orienting all full-time and part-time coaches, assigned to the division of athletics to the Ranger College instructional environment, the resources available for support of their assignment, and their teaching duties and responsibilities.
7. Assisting in recommending the annual division budget and maintaining effective budgetary control over the programs for which the Athletic Director is responsible.
8. Assisting in preparing the game schedules in conjunction with the other Head Coaches for each season.
9. Assisting the administration in formulating policy and procedures affecting student athletes.
10. Ensuring academic standards are maintained and ascertaining that all full-time and part-time coaches fulfill their instructional assignments as stated in their respective job descriptions.
11. Reporting any issues and/or concerns within the division and assisting the Dean of Students in resolving any problems which may arise.
12. Perform other duties as assigned.

Athletic Trainer

The major duties and responsibilities include:

1. Develop overall sports medicine program for the College, including injury prevention programs, injury evaluations, injury management, injury treatment and rehabilitation, educational programs and counseling for student-athletes.
2. Provide athletic training services for the College's athletic department, including attendance at scheduled team practices and home and away competitions as necessary.
3. Coordinate and schedule physical examinations and medical referrals for student-athletes to determine their ability to practice and compete.
4. Work to ensure safety in the design and implementation of fitness, nutrition and conditioning programs customized to meet individual student-athlete needs.
5. Schedule coverage of all team practices and athletic competitions.
6. Assist Athletic Director and in the development of the annual program budget.
7. Evaluate and recommend new techniques and equipment that would enhance the benefit of the College's sports programs.
8. Maintain accurate records and necessary documentation for the Department.
9. Perform other duties as assigned.

Head Coach

The major duties and responsibilities include:

1. Providing quality learning experiences for students and maintaining the integrity of Ranger College.
2. Recruiting an assigned number of student athletes for their program.
3. Meeting class punctually and keeping students throughout the scheduled time as appropriate to provide quality learning experiences.
4. Dressing in a professional manner when at the office or coaching games.
5. Maintaining field and/or gymnasium for his/her respective sport.
6. Submitting personal vita for placement on-line.
7. Maintaining and submitting inventory records of all equipment and plant assets purchased during the year.
8. Submitting budget requests to the Athletic Director.
9. Maintaining required office hours to assist students. Post hours on the office door and submit hours to the Athletic Director and the Switchboard operator.
10. Notifying the Athletic Director if practice is cancelled or moved to another location.
11. Maintaining discipline and order during instructional activities and reporting all student problems in need of attention to the Athletic Director.
12. Supporting the mission of the College by serving on college committees, attending division and faculty meetings, and submitting all required paperwork in a timely manner.
13. Participating in academic advising and registration with a positive attitude toward helping students. Stay current on advising policies.
14. Counseling students when there is a need and opportunity, realizing that the coach member is often in the best position for effective guidance.
15. Assisting with divisional duties including but not limited to program planning, scheduling, and facilities maintenance.
16. Seeking to stay current on the rules and regulations pertaining to the sport.
17. Attending graduation.
18. Perform other duties as assigned.

Assistant Coach

The major duties and responsibilities include:

1. Providing quality learning experiences for students and maintaining the integrity of Ranger College.
2. Assisting the Head Coach in recruiting the assigned number of athletes for the program.
3. Meeting class punctually and keeping students throughout the scheduled time as appropriate to provide quality learning experiences.
4. Maintaining field and/or gymnasium for his/her respective sport.
5. Dressing in a professional manner when at the office or coaching games.
6. Preparing and submitting personal vita for placement on-line.
7. Assisting in maintaining records of attendance, student progress, and grade distributions of students enrolled in the coach's classes and helping to make all required student reports to the registrar and administrators on the dates required.
8. Maintaining required office hours to assist students. Post hours on the office door and submit hours to the Athletic Director and the Switchboard operator.
9. Notifying the Athletic Director if practice is cancelled or moved to another location.
10. Maintaining discipline and order during instructional activities and reporting all student problems in need of attention to the Athletic Director.
11. Counseling students when there is a need and opportunity, realizing that the coach is often in the best position for effective guidance.
12. Attending graduation.
13. Perform other duties as assigned.

Bus Driver

The major duties and responsibilities include:

1. Driving the College bus for scheduled College activities.
2. Notifying the Athletic Director of any mechanical problems.
3. Assuring the safety of the passengers.
4. Checking that the proper license, inspection, and insurance are up to date prior to leaving the College.
5. Submitting copies of the appropriate Texas driver's license to the Business Office prior to driving the bus.

Webmaster

The major duties and responsibilities include:

1. Redesigning the College website. Update the appearance of the site periodically to better represent the Ranger College brand and to ensure compliance with state and federal guidelines.
2. Making additions as needed, on a daily or weekly basis. These might include uploading faculty résumés, posting the course schedules and syllabi, adding the campus calendar, linking to news items, et cetera. These updates are a continuous process; site maintenance of this manner is necessary every day or every few days, depending on the incoming load of requests.
3. Maintaining the College's presence on Facebook and Twitter, updating those pages regularly.
4. Executing new web development initiatives, including but not limited to the creation of new sites/sections/pages, portals, and multimedia applications, with a strong focus on navigation and design
5. Requiring a strong knowledge of HTML coding or the use of content-management software, as well as Photoshop and JavaScript.

Director of Honors Program

The major duties and responsibilities include:

1. To advise interested students regarding the possibility of being in the Honors Program.
2. To manage Honor students and work with other faculty members who teach academic courses for Honors credit.
3. To teach or assign a faculty member to teach the Honors seminar composed of Honors students.

Student Government Association Advisor

The major duties and responsibilities include:

1. Supervising the organization and functions of the Ranger College Student Government Association
2. Supervising and coordinating the selection of Student Government Association representatives and officers and the selection of the Faculty/Educator of the Year Award.
3. Serving as advisor and supervisor for all Student Government Association functions.
4. Coordinating all Student Government Association meetings.
5. Perform other duties as assigned.

Vice President of Brown County

The major duties and responsibilities include:

1. Increasing enrollment for the Brown County Center via efficient planning, effective recruiting, and the proper mix of class offerings in academic courses, developmental courses, and continuing education courses.
2. Teaching classes as assigned at Brown County and other locations as may be necessary.
3. Coordinating academic activities including recruiting of faculty, establishment of class offerings, and assignment of facilities with the Vice President of Instruction. These duties may include:
 - a. Recommending the employment of adjunct faculty and other staff including student workers.
 - b. Forwarding all application information to the Human Resources department.
 - c. Providing an orientation for new faculty and staff regarding the Center's policies and procedures.
 - d. Evaluating the performance of all Center personnel including student workers.
4. Coordinating with the Vice President of Instruction to develop a master class schedule each term.
5. Supervising the Vocational Nursing and Associate Degree Nursing Programs.
6. Coordinating with the President, the Vice President of Instruction, and the Vice President of Business Services to develop an annual Center budget and maintain budgetary controls.
7. Accounting for and securing all College funds received in the Center.
8. Approving purchase orders for the Center.
9. Supervising the use of the Center's facilities and equipment.
10. Acting as the College's marketing and public relations representative in the Brown County area.
11. Performing other duties as assigned.

Director & Academic Advisor-Brown County

The major duties and responsibilities include:

1. Responsible for providing educational guidance and assistance for students.
2. Counsel and advise students in specific curriculum decisions including the choice and scheduling of courses, selection or change of majors and minors, etc., providing referrals to specific departments, as appropriate.
3. Plan schedules, recommend courses and determine appropriate education solutions for different types of students.
4. Follow through and track the advancement of students.
5. Provide case management to students who do not meet local educational requirements.
6. Aid at-risk students.
7. Teaching classes as assigned at Brown County and other locations as may be necessary.
8. Coordinating academic activities including recruiting of faculty, establishment of class offerings, and assignment of facilities with the Vice President of Instruction. These duties may include:
 - a. Forwarding all application information to the Human Resources department.
 - b. Providing an orientation for new faculty and staff regarding the Center's policies and procedures.
9. Coordinating with the President, the Vice President of Instruction, and the Vice President of Business Services to develop an annual Center budget and maintain budgetary controls.
10. Accounting for and securing all College funds received in the Center.
11. Approving purchase orders for the Center.
12. Supervising the use of the Center's facilities and equipment.
13. Assist in recruiting prospective students in Brown County.
14. Maintain the day-to-day operations of the Brown County center. Including classroom and lab assignments, TSU testing and Final's test.
15. Assist with supervision of the cosmetology and Nursing programs.
16. Supervise the Administrative Assistant-Brown County
17. Service as Brown County liaison for the Financial Aid office, HR, Business office, and Registrar's office.
18. Acting as the College's marketing and public relations representative in the Brown County area.
19. Serve on committees and at meetings as assigned.
20. Perform other duties as assigned.

Administrative Assistant-Brown County Center

The major duties and responsibilities include:

1. Serving as receptionist and/or assistant.
2. Greeting visitors.
3. Furnishing information about the College and their appropriate department to prospects, students, and visitors.
4. Providing secretarial support and assistance as needed.
5. Taking student payments and creating daily deposits.
6. Issues student ID's, badges, and sets up banking for loan disbursements.
7. Assists with signing students up for TSI testing and finals.
8. Assists with proctoring tests and finals.
9. Receiving and distributing mail.
10. Maintaining and purging filing correspondence.
11. Creating and typing reports, and forms as needed.
12. Assisting other office personnel in meeting deadlines for projects for which they have the prime responsibility.
13. Perform other duties as assigned.

Dean of Nursing

The duties and responsibilities include:

1. Being responsible for the administration and the instructional coordination of the Nursing Program.
2. Coordinating the planning, implementation, and evaluation of the nursing program.
3. Developing and maintaining an environment conducive to the teaching learning process.
4. Acting as a liaison with and maintaining effective relationships with the administration of the College.
5. Preparing and administering the program budgets within the policies and procedures of the College.
6. Providing leadership within the faculty for the development and implementation of the curriculum.
7. Facilitates faculty development, recruitment, performance review promotions and retention within the policies and procedures of the College.
8. Acting as liaison with and maintaining an effective relationship with the BON.
9. Establishing and maintaining relationships with affiliating agencies to provide appropriate learning experiences and to ensure responsiveness to community needs.
10. Providing for an adequate number of qualified faculty to teach in the nursing program.
11. Developing, implementing the comprehensive program evaluation plans.
12. Developing a personal plan for continuing professional growth, including the roles of clinician, education, and administration.
13. Serves on College committees and organizations as a member of the faculty.
14. Completing and submitting Annual Report to BON by required date. Verifying student completion of program requirements on the Affidavit of Graduation.
15. Enforcing the approved departmental rules and regulations in the classroom and lab; recommending student counseling, probation, or dismissal for excess absences, disruption of class, or lack of progress.
16. Initiating requisitions and work order requests.
17. Sponsoring or assisting with student activities and serving on faculty committees when requested by the administration.
18. Attending all faculty meetings and institutional wide functions.
19. Maintaining competency in subject area; membership in professional societies and organizations, professional meetings; in-services; or pursuing a more advanced degree.
20. Participating in community affairs.
21. Assisting in curriculum development and implementation and selection of appropriate class textbooks.
22. Reading publications in the discipline and in related fields to remain current.
23. Perform other duties as assigned.

Registered Nursing Faculty-Part Time

The major duties and responsibilities include:

1. Instructing, supervising, and evaluating students in both the classroom and clinical areas in accordance with the policies of the College and the rules and regulations of the Texas Board of Nursing.
2. Organizing and presenting instructional material at times scheduled by the Dean, following course syllabi and outlines.
3. Updating text, outlines, and teaching plans so that they remain current with the curriculum and to meet the changing needs of the students, and any changes mandated by both the College and the Texas Board of Nursing.
4. Preparing a syllabus containing specific learner competencies for each course taught and updating them on an annual basis using input from students, advisory committees, professional associations, and other external sources.
5. Maintaining up-to-date academic and attendance records on each student and making these records available to the Dean and the Registrar's Office.
6. Maintaining discipline and order during instructional activities and reporting all student problems in need of special consideration to the Dean.
7. Participating as possible in professional development activities, conferences, workshops, etc., which focus on his/her subject matter, professional growth, and the improvement of instruction.
8. Participating in normal administrative and maintenance activities related to the associate degree nursing program or classes.
9. Communicating through appropriate channels (Dean, Vice President, President, and Standing Committees) in relating dissatisfaction or making positive suggestions.
10. Serving on task forces or committees as appointed or elected.
11. Assisting with program recruiting efforts.
12. Participating in professional nursing organizations and College organizations.
13. Attending program advisory committee meetings.
14. Participating in the reviewing and selecting of textbooks and other instructional materials for the program.
15. Counseling students when necessary, realizing that a faculty member is often in the best position for effective guidance and making referrals to the Ranger College Counselor or Community Counseling Service, when appropriate.
16. Participating in graduation exercises.
17. Performing special instructional tasks as assigned.
18. Attending faculty meetings called by the President, Vice President, or Dean.
19. Maintaining scheduled office hours.
20. Perform other duties as assigned.

Registered Nursing Faculty

The major duties and responsibilities include:

21. Instructing, supervising, and evaluating students in both the classroom and clinical areas in accordance with the policies of the College and the rules and regulations of the Texas Board of Nursing.
22. Organizing and presenting instructional material at times scheduled by the Dean, following course syllabi and outlines.
23. Updating text, outlines, and teaching plans so that they remain current with the curriculum and to meet the changing needs of the students, and any changes mandated by both the College and the Texas Board of Nursing.
24. Preparing a syllabus containing specific learner competencies for each course taught and updating them on an annual basis using input from students, advisory committees, professional associations, and other external sources.
25. Maintaining up-to-date academic and attendance records on each student and making these records available to the Dean and the Registrar's Office.
26. Maintaining discipline and order during instructional activities and reporting all student problems in need of special consideration to the Dean.
27. Participating as possible in professional development activities, conferences, workshops, etc., which focus on his/her subject matter, professional growth, and the improvement of instruction.
28. Participating in normal administrative and maintenance activities related to the associate degree nursing program or classes.
29. Communicating through appropriate channels (Dean, Vice President, President, and Standing Committees) in relating dissatisfaction or making positive suggestions.
30. Serving on task forces or committees as appointed or elected.
31. Assisting with program recruiting efforts.
32. Participating in professional nursing organizations and College organizations.
33. Attending program advisory committee meetings.
34. Participating in the reviewing and selecting of textbooks and other instructional materials for the program.
35. Counseling students when necessary, realizing that a faculty member is often in the best position for effective guidance and making referrals to the Ranger College Counselor or Community Counseling Service, when appropriate.
36. Participating in graduation exercises.
37. Performing special instructional tasks as assigned.
38. Attending faculty meetings called by the President, Vice President, or Dean.
39. Maintaining scheduled office hours.
40. Perform other duties as assigned.

Director of Vocational Nursing

The major duties and responsibilities include:

1. Supervising all site locations of the Vocational Nursing Program in accordance with the philosophy of the College and the rules and regulations of the Texas Board of Nursing.
2. Supervising and managing all VN faculty.
3. Responsible for the recruitment and hiring of qualified part-time VN faculty.
4. Scheduling all classes to coordinate with the College calendar.
5. Submitting all documents required by the Main Campus, the Board of Nursing, and other state, federal, and local agencies.
6. Preparing an annual budget and maintaining effective budgetary control for the program.
7. Participating in and encouraging participation in professional nursing groups and organizations and College organizations.
8. Assisting in the registration process and coordinating with the Business Office the establishment and collecting of fees and all financial operations pertaining to the program.
9. Maintaining up-to-date academic and attendance records on each student and making these records available to the Office of Admissions and Records.
10. In cooperation with the Vice President of Instruction, plan advisory committee meetings and be responsible for arrangement of such meetings.
11. Participating in the reviewing and selecting of textbooks, nursing kits, and other instructional materials for the program.
12. Updating texts, outlines, and teaching plans so that they remain current with the curriculum and to meet the changing needs of the student and any changes mandated by both the College and the Commission.
13. Counseling students when necessary, realizing that faculty is often in the best position for effective guidance and making referrals to the RC Counselor or other counseling services, when appropriate.
14. Establishing a format for a formal evaluation of curriculum, including students' academic records and pass/fail rates compared to the overall state pass/fail record.
15. Cooperating with other RC administrative personnel in improving and promoting the image of the College through effective public relations/marketing activities.
16. Acting as liaison with and maintaining an effective relationship with the Board of Nursing.
17. Assigning faculty to classroom and clinical areas for student instruction and supervision.
18. Recruiting students for each beginning class.
19. Supervising the selection of students.
20. Being responsible for all property, both leased and belonging to RC, and maintaining an annual inventory.
21. Assisting with the graduation activities.
22. Assisting in the evaluation of faculty performance, both academically and clinically, and making recommendations to the VP of Instruction regarding the continuation of employment of faculty.
23. Presiding at faculty meetings and establishing a flexible pattern for scheduled meetings.
24. Assisting in the orientation of new faculty to Ranger College's philosophy, policies, and procedures.
25. Attending meetings and other activities on the main Ranger College campus as requested by the President and /or the Vice President of Instruction.
26. Perform other duties as assigned.

Administrative Assistant to the Dean of Nursing

The major duties and responsibilities include:

1. Serving as receptionist for the Nursing program
2. Furnishing information about the Nursing program and Ranger College to prospects, students, and visitors.
3. Providing secretarial support and assistance to the Dean of Nursing.
4. Maintaining supplies.
5. Receiving and distributing mail.
6. Maintaining and purging filing correspondence.
7. Maintaining current students' records for necessary documents.
8. Administration of Pre-Entrance Exams.
9. Creating and typing minutes of meetings, reports, and forms as needed.
10. Assisting in the issuance of ID cards and badges.
11. Assisting other office personnel in meeting deadlines for projects for which they have the prime responsibility.
12. Assisting with Texas Board of Nursing annual reports.
13. Perform other duties as assigned.

Vocational Nursing Program Coordinator

The major duties and responsibilities include:

1. Supervising the Vocational Nursing Program in accordance with the philosophy of the College and the rules and regulations of the Texas Board of Nursing.
2. Scheduling all classes to coordinate with the College calendar.
3. Submitting all documents required by the Main Campus, the Board of Nursing, and other state, federal, and local agencies.
4. Assisting the director with the preparation of an annual budget and maintaining effective budgetary control for the Vocational Nursing Program at the specific VN program location.
5. Participating in and encouraging participation in professional nursing groups and organizations and College organizations.
6. Assisting in the registration process.
7. Maintaining up-to-date academic and attendance records on each student and making these records available to the Office of Admissions and Records.
8. Participating in the reviewing and selecting of textbooks, nursing kits, and other instructional materials for the program.
9. Updating texts, outlines, and teaching plans so that they remain current with the curriculum and to meet the changing needs of the student and any changes mandated by both the College and the Commission.
10. Counseling students when necessary, realizing that a faculty member is often in the best position for effective guidance and making referrals to the Ranger College Counselor or other counseling services, when appropriate.
11. Establishing a format for a formal evaluation of curriculum, including students' academic records and pass/fail rates compared to the overall state pass/fail record.
12. Cooperating with other RC administrative personnel in improving and promoting the image of the College through effective public relations/marketing activities.
13. Assigning faculty to classroom and clinical areas for student instruction and supervision.
14. Recruiting students for each beginning class.
15. Supervising the selection of students.
16. Being responsible for all property, both leased and belonging to Ranger College, and maintaining an annual inventory at the specific program location.
17. Assisting with the graduation activities.
18. Assisting in the orientation of new faculty to Ranger College's philosophy, policies, and procedures.
19. Attending meetings and other activities on the main Ranger College campus as requested by the President and /or the Vice President of Instruction.
20. Perform other duties as assigned.

Vocational Nursing Faculty

The major duties and responsibilities include:

1. Instructing, supervising, and evaluating students in both the classroom and clinical areas in accordance with the policies of the College and the rules and regulations of the Texas Board of Nursing.
2. Organizing and presenting instructional material at times scheduled by the Director, following course syllabi and outlines.
3. Updating text, outlines, and teaching plans so that they remain current with the curriculum and to meet the changing needs of the students, and any changes mandated by both the College and the Texas Board of Nursing.
4. Preparing a syllabus containing specific learner competencies for each course taught and updating them on an annual basis using input from students, advisory committees, professional associations, and other external sources.
5. Maintaining up-to-date academic and attendance records on each student and making these records available to the Director and the Registrar's Office.
6. Maintaining discipline and order during instructional activities and reporting all student problems in need of special consideration to the Director.
7. Participating as possible in professional development activities, conferences, workshops, etc., which focus on his/her subject matter, professional growth, and the improvement of instruction.
8. Participating in normal administrative and maintenance activities related to the vocational nursing program or classes.
9. Communicating through appropriate channels (Director, Executive Vice President, President of College, and Standing Committees) in relating dissatisfaction or making positive suggestions.
10. Serving on task forces or committees as appointed or elected.
11. Assisting with program recruiting efforts.
12. Participating in professional nursing organizations and College organizations.
13. Attending program advisory committee meetings.
14. Participating in the reviewing and selecting of textbooks and other instructional materials for the program.
15. Counseling students when necessary, realizing that a faculty member is often in the best position for effective guidance and making referrals to the Ranger College Counselor or Community Counseling Service, when appropriate.
16. Participating in graduation exercises.
17. Performing special instructional tasks as assigned.
18. Attending faculty meetings called by the President, Executive Vice President, or Director.
19. Maintaining scheduled office hours.
20. Perform other duties as assigned.

Vice President of Erath County

The major duties and responsibilities include:

1. Increasing enrollment for the Erath Center via efficient planning, effective recruiting, and the proper mix of class offerings in academic courses, developmental courses, and continuing education courses.
2. Teaching classes as assigned at Erath County and other locations as may be necessary.
3. Coordinating academic activities including recruiting of faculty, establishment of class offerings, and assignment of facilities with the Vice President of Instruction. These duties may include:
 - a. Recommending and processing the employment of adjunct faculty and other staff including student workers.
 - b. Forwarding all application information to the Human Resources department.
 - c. Providing an orientation for new faculty and staff regarding the Center's policies and procedures.
 - d. Evaluating the performance of all Center personnel including student workers.
4. Coordinating with the Vice President of Instruction to develop a master class schedule each term.
5. Coordinating with the President, the Vice President of Instruction, and the Vice President of Business Services to develop an annual Center budget and maintain budgetary controls.
6. Accounting for and securing all College funds received in the Center.
7. Approving purchase orders for the Center.
8. Supervising use of the Center's facilities and equipment.
9. Supervise the Director of Childcare Programs.
10. Oversee the supervision of the Child Development Center.
11. Acting as the College's marketing and public relations representative in the Erath County area.
12. Performing other duties as assigned by the President.

Administrative Assistant

The Administrative Assistant reports to the appropriate Department Supervisor or Vice President to which they are assigned. The major duties and responsibilities include:

1. Serving as receptionist and/or assistant.
2. Greeting visitors.
3. Furnishing information about the College and their appropriate department to prospects, students, and visitors.
4. Providing secretarial support and assistance as needed.
5. Maintaining supplies.
6. Receiving and distributing mail.
7. Maintaining and purging filing correspondence.
8. Creating and typing reports, and forms as needed.
9. Assisting other office personnel in meeting deadlines for projects for which they have the prime responsibility.
10. Perform other duties as assigned.

Academic Advisor

The major duties and responsibilities include:

1. Responsible for providing educational guidance and assistance for students.
2. Counsel and advise students in specific curriculum decisions including the choice and scheduling of courses, selection or change of majors and minors, etc., providing referrals to specific departments, as appropriate.
3. Plan schedules, recommend courses and determine appropriate education solutions for different types of students.
4. Follow through and track the advancement of students.
5. Provide case management to students who do not meet local educational requirements.
6. Aid at-risk students.
7. Assist with administrative responsibilities as assigned.
8. Serve on committees and at meetings as assigned.
9. Perform other duties as assigned.

Director of Childcare Programs

The major duties and responsibilities include:

1. Manages, directs, and coordinates the Child Development Center in Erath County. Ensures high quality programs and establishes new program activities. Expands programs within the community in accordance with strategic and operating plans.
2. Recruits, hires, trains, develops, schedules, and directs personnel and volunteers as needed. Reviews and evaluates staff performance. Develops strategies to motivate staff and achieve goals.
3. Develops, manages, and controls budgets related to the position. Ensures the program operates within budget and that program fees are collected. Supports and budgets for healthy eating by monitoring menu quality
4. Assures compliance with state and local regulations as they relate to program areas. Ensures that Ranger College's standards are met, and safety procedures followed.
5. Develops and maintains relationships with state childcare licensing agencies, school administration, parent groups and other organizations and agencies related to the Center. Responds to all agency, parent and community inquiries and complaints in a timely manner.
6. Maintains proper records/department files.
7. Assists in the marketing and distribution of program information.
8. Compiles program statistics. Monitors and evaluates the effectiveness of and participation in the program.
9. Responsible for all property, both leased and belonging to Ranger College, and maintaining an annual inventory.
10. Attending graduation activities.
11. Attending meetings and other activities on the main Ranger College campus as requested by the President.
12. Perform other duties as assigned.

Assistant Director of Childcare Programs

The major duties and responsibilities include:

1. Serves as a Child Development Teacher.
 - a. Create a developmentally appropriate, safe child-centered learning environment at the Center
 - b. Teach preschoolers in a lab school setting and care for the children's needs
 - c. Interact with infants, toddlers, and preschoolers to promote cognitive, physical, social, and emotional development; respond to distress signals from the children.
 - d. Provide opportunities for all the enrolled infants and children to interact with one another in a positive manner; plan and implement developmentally appropriate activities for them.
 - e. Train work study students to work in the Child Development Center according to NAEYC guidelines.
 - f. Observe, evaluate, and document developmental level and growth of children.
 - g. Communicate, confer, and participate in meetings with parents, individually, as well as collectively for parent training.
 - h. Model desired behaviors for children, lab students, and assistants.
 - i. Assist, model, and train lab students in appropriate childcare methods.
2. Assistant with administrative duties as assigned by the Director of Childcare Programs including but not limited to:
 - a. Manages, directs, and coordinates the Child Development Center in Erath County. Ensures high quality programs and establishes new program activities. Expands programs within the community in accordance with strategic and operating plans.
 - b. Recruits, hires, trains, develops, schedules, and directs personnel and volunteers as needed. Reviews and evaluates staff performance. Develops strategies to motivate staff and achieve goals.
 - c. Develops, manages, and controls budgets related to the position. Ensures the program operates within budget and that program fees are collected. Supports and budgets for healthy eating by monitoring menu quality
 - d. Assures compliance with state and local regulations as they relate to program areas. Ensures that Ranger College's standards are met, and safety procedures followed.
 - e. Develops and maintains relationships with state childcare licensing agencies, school administration, parent groups and other organizations and agencies related to the Center. Responds to all agency, parent and community inquiries and complaints in a timely manner.
 - f. Maintains proper records/department files.
 - g. Assists in the marketing and distribution of program information.
 - h. Compiles program statistics. Monitors and evaluates the effectiveness of and participation in the program.
 - i. Responsible for all property, both leased and belonging to Ranger College, and maintaining an annual inventory.
 - j. Attending graduation activities.
 - k. Attending meetings and other activities on the main Ranger College campus as requested by the President.

Child Development Teacher

The major duties and responsibilities include:

1. Create a developmentally appropriate, safe child-centered learning environment at the Center
2. Teach preschoolers in a lab school setting and care for the children's needs
3. Interact with infants, toddlers, and preschoolers to promote cognitive, physical, social, and emotional development; respond to distress signals from the children.
4. Provide opportunities for all the enrolled infants and children to interact with one another in a positive manner; plan and implement developmentally appropriate activities for them.
5. Train work study students to work in the Child Development Center according to NAEYC guidelines.
6. Observe, evaluate, and document developmental level and growth of children.
7. Communicate, confer, and participate in meetings with parents, individually, as well as collectively for parent training.
8. Model desired behaviors for children, lab students, and assistants.
9. Assist, model, and train lab students in appropriate childcare methods.
10. Perform other duties as assigned.

Child Development Teacher- Part-time

The major duties and responsibilities include:

1. Follow instructions given by the Child Development Teacher in the assigned classroom.
2. Greet children and parents when you/they arrive.
3. Assist in execution of curriculum activities in the classroom and outside playground area.
4. Assist in caring for the health and safety of the children in your group.
5. Assist in covering breaks for teachers.
6. Assist children in the restroom as needed. Make sure restrooms are always supervised when in use.
7. Assist in the laundry room/resource room when necessary.
8. Model desired behavior and performance for the children.
9. Perform other duties as assigned.

Dean of Enrollment Management/Registrar

The major duties and responsibilities include:

1. Requiring a strong knowledge of content-management software (POISE).
2. Participating in planning, coordination, training, and supervision of clerical functions of the Registrar's Office, including records, and admissions.
3. Communicating with faculty, staff and learning center personnel as necessary to maintain accurate student records and assisting in providing and interpreting regulations and student records information.
4. Providing and maintaining all roll and grade sheets.
5. Supervising maintenance of all student files, including notification to the student of his/her admission status, preparing for registration, adding to the currently enrolled files, posting of the permanent record, and moving to the inactive files.
6. Processing class changes and drops.
7. Preparing probation and suspension lists.
8. Recording grades on all transcripts and mailing transcripts when requested.
9. Posting grades at the end of the semester.
10. Supervising the preparation of all registration materials and assisting in regular, late, and off-campus registrations.
11. Serving as chief reporting officer to the Texas Higher Education Coordinating Board; Social Security Administration; and any other agency that may become involved in aiding students enrolled at Ranger College.
12. Being aware of College, State and Federal regulations pertaining to the function of records and admissions and assisting in meeting and maintaining these regulations.
13. Being involved in using the computer systems for registration, record keeping, and other data handling functions to ensure smooth operation of the office.
14. Coordinating and supervising the Office's records archiving procedures.
15. Engaging in instructional research assignments as requested.
16. Preparing I-20 forms for all foreign students and notifying their consulates.
17. Preparing certifications for all NJCAA athletic teams.
18. Issuing class schedules and final exam schedules to students.
19. Issuing withdrawal forms and notifying teachers of all withdrawals, class changes, and drops.
20. Complying with all elements of the transfer procedure, including performing all indicated evaluations and notifications.
21. Responding to requests for public information by composing letters, memos, and/or notes to explain any area in question.
22. Being knowledgeable and compliant with all FERPA regulations.
23. Keeping files of prospective students.
24. Administering all admissions policies and procedures for Ranger College.
25. Perform other duties as assigned.

Assistant Registrar

The major duties and responsibilities include:

1. Knowing the Ranger College catalog.
2. Being an information center for visitors and students.
3. Processing admission applications.
4. Communicating with admission applicants and students.
5. Maintaining up-to-date records on all current students.
6. Assisting with the transfer of coursework to Ranger College by evaluating and adding the coursework to the student's Ranger College transcript.
7. Becoming aware of and implementing changes in policies, regulations, and procedures as they relate to students and internal office functioning.
8. Being as knowledgeable as possible concerning the total enterprise of Ranger College including available educational programs and teaching locations(s) of each, as well as the names of instructors, support staff, and other resource persons available to assist the student and staff of Ranger College.
9. Assisting faculty and staff in interpreting student record information.
10. Assisting in the preparation and dissemination of registration materials and information to all remote teaching locations.
11. Assisting in regular and late student registrations on the Ranger College campus and as called upon at the branch campuses.
12. Being involved in the use of the computer systems for registrations, change of schedules (drop/add), word processing, and other data handling functions such as preparing and maintaining class rolls, and final grade and roll sheets.
13. Assisting in gathering, verifying, and preparing statistics on enrollments, graduations, and contact hour production.
14. Assisting in gathering, verifying, and preparing reports to federal, state, local and other agencies.
15. Assisting in the processing of student grades.
16. Posting grades to and maintaining "forever" the permanent record of each student ever enrolled at Ranger College.
17. Processing class changes and drops.
18. Archiving all student records, after they become inactive, teacher grade sheets and any other historically significant documents. Maintaining one copy in a secure vault off campus.
19. Preparing transcripts of student records upon the written request of the student in a timely manner.
20. Assisting other office personnel in meeting deadlines for projects for which they have the prime responsibility.
21. Requiring a strong knowledge of content-management software (POISE).
22. Perform other duties as assigned.

Admissions Assistant

The major duties and responsibilities include:

1. Knowing the Ranger College catalog.
2. Being an information center for visitors and students.
3. Processing admission applications.
4. Communicating with admission applicants and students.
5. Oversee a wide range of administrative functions within the Registrar's Office to support routine operations.
6. Scanning official transcripts received during the admissions process.
7. Maintaining up-to-date records on all current students.
8. Becoming aware of and implementing changes in policies, regulations, and procedures as they relate to students and internal office functioning.
9. Being as knowledgeable as possible concerning the total enterprise of Ranger College including available educational programs and teaching locations(s) of each, as well as the names of instructors, support staff, and other resource persons available to assist the student and staff of Ranger College.
10. Assisting faculty and staff in interpreting student record information.
11. Assisting other office personnel in meeting deadlines for projects for which they have the prime responsibility.
12. Assist with general office support: answer phones and perform reception duties.
13. Requiring a strong knowledge of content-management software (POISE).
14. Perform other duties as assigned.

Secretary to the Registrar

The major duties and responsibilities include:

1. Being as knowledgeable as possible of the Ranger College Catalog in general, but especially the records retention policy and the admissions policies and regulations.
2. Processing admissions applications and logging transcript requests.
3. Maintaining up-to-date student file records.
4. Communicating with admission applicants and students.
5. Assisting faculty and staff in interpreting student record information.
6. Responding to requests for information by composing letters, memos, and/or notes to explain any areas in question.
7. Assisting in regular and late student registrations on the Ranger campus and as called upon at the branch campuses.
8. Archiving student records after they become inactive, faculty roll and grade sheets, class schedules, College publications (catalog, student handbook, etc.), and any other historically significant documents.
9. Receiving/routing telephone calls and messages.
10. Assisting in directing students and prospective students to relative information on the internet.
11. Assisting in the preparation and dissemination of registration materials and information to all remote teaching locations.
12. Assisting other office personnel in meeting deadlines for projects for which they have the prime responsibility.
13. Requiring a strong knowledge of content-management software (POISE).
14. Perform other duties as assigned.

Vice President of Student Services

The major duties and responsibilities include:

1. Oversee student conduct and student discipline.
2. Supervising Security Officers.
3. Ensure Residence Dorm Directors receive proper onboarding and training regarding response to emergencies that happen on campus.
4. Oversee Student ID Card system.
5. Oversee Parking Permit issuance process.
6. Prepare and manage New Student Orientation.
7. Develop and oversee Student Activities.
8. Reviewing and approving the Student Handbook. Developing and recommending policy changes to improve student life.
9. Reviewing and approving the Annual Security and Fire Safety Report.
10. Serving as a member of/or chair on committees.
11. Providing leadership in the planning and development of new student services programs.
12. Keeping the President advised regarding areas of assignment.
13. Perform other duties assigned by the President.

Administrative Assistant to the Vice President of Student Services

The major duties and responsibilities include:

1. Serving as receptionist for the Student Services Division.
2. Greeting visitors.
3. Furnishing information about the College and the Student Services Division to prospects, students, and visitors.
4. Providing secretarial support and assistance to the Vice President of Student Services.
5. Maintaining supplies.
6. Receiving and distributing mail.
7. Maintaining and purging filing correspondence.
8. Creating and typing minutes, reports, and forms as needed.
9. Maintaining dorm plats.
10. Assisting in the issuance of ID/Debit Cards and parking permits.
11. Assisting in dorm check-in.
12. Assisting other office personnel in meeting deadlines for projects for which they have the prime responsibility.
13. Perform other duties as assigned.

Director of Financial Aid

The major duties and responsibilities include:

1. Implementing the Student Financial Aid Program to assist all eligible students and facilitate their progress as students of Ranger College.
2. Ascertaining those functions are carried out in accordance with federal, state, and institutional rules, regulations, guidelines, and procedures.
3. Responsible for Veteran Affairs and making necessary reports to the VA Administration.
4. Preparing reports to the Texas Higher Education Coordinating Board; Federal financial aid offices; State financial aid offices; and any other agency which aids students enrolled at Ranger College.
5. Developing student work positions and assigning work-study employees.
6. Assisting in the development and implementation of processes necessary to accomplish the goals and philosophy of the Student Services Division and the College.
7. Maintaining up-to-date records on all student scholarships, one-year scholarships, endowed scholarships, and gifts earmarked to become endowed student scholarships.
8. Maintaining knowledge, training, and familiarity with appropriate software and processes to work within federal guidelines and regulations.
9. Maintaining an up-to-date summary sheet of information on student scholarships for administrative, Regents, and public consumption.
10. Serving as chief reporting officer to Federal financial aid offices; State financial aid offices; and any other agency that may become involved in aiding students enrolled at Ranger College.
11. Preparing the FISAP report.
12. Processing financial aid and scholarship applications and supporting documentation.
13. Responding to requests for information by composing and typing letters, memos, and/or notes to explain areas in question.
14. Supporting the faculty by assisting them to understand how financial aid is awarded, what scholarships are available, and how they may recommend or encourage students to make use of the resources available.
15. Preparing and submitting an annual budget to the Texas Higher Education Coordinating Board.
16. Supervising all financial aid assistants.
17. Perform other duties as assigned.

Assistant Director of Financial Aid

The major duties and responsibilities include:

1. Processing incoming and outgoing mail for financial aid applicants.
2. Counsel with students and families on the financial aid process for all forms of financial aid and documentation needed.
3. Checking the ISIR's for errors once they are returned to the Financial Aid Office.
4. Assisting the Director in the preparation and completion of a financial aid file for everyone who applies for financial aid assistance.
5. Verifying information from the Pell Processing Center with the tax and income information provided by the student, for all students selected.
6. Assisting the Director in awarding Pell, Work-study, student loans, and scholarship benefits to those students who are eligible.
7. Submitting letters to students whose applications are not complete and to serve students having questions about eligibility.
8. Assisting the Director in the completion of the annual FISAP report as well as other reports needed via in-house inquiries or other state agencies.
9. Performing other duties as assigned.

Financial Aid Customer Service Clerk

The major duties and responsibilities include:

1. Processing incoming and outgoing mail for financial aid applicants.
2. Deal directly with the technical and other Questions from families either through phone, electronically, or face to face on the financial aid process for all forms of financial aid and documentation needed.
3. Checking the ISIR's for errors once they are returned to the Financial Aid Office.
4. Assisting the Director in the preparation and completion of a financial aid file for everyone who applies for financial aid assistance.
5. Keeping precise records of discussions and correspondence related to students and parents
6. Develop Customer Service policies, procedures, and standards for developing the quality of services for the college.
7. Submitting letters to students whose applications are not complete and to serve students having questions about eligibility.
8. Performing other duties as assigned.

Director of Student Support Services

The major duties and responsibilities include:

1. Overseeing development, implementation and operation of all activities and services including budget development, approval of expenditures.
2. Recruiting, hiring, training, supervising, and evaluating all personnel hired by the project.
3. Serving as liaison between Student Support Services and the Ranger College community.
4. Preparing and submitting Annual Performance Reports to the Department of Education; ensure accurate and complete data is maintained.
5. Developing and conducting in-services for staff, students, and faculty.
6. Implementing Evaluation Plan, ensuring cohort and control group tracking for evaluation of student outcomes.
7. Assuming advising and Student Support Services caseload.
8. Leading Financial Aid, Financial Literacy, Cultural Enrichment activities; assist in providing all services to participants.

Student Support Services-Transfer/Career Advisor

The major duties and responsibilities include:

1. Providing academic, career, social/personal, financial, and transfer advisement.
2. Providing workshops on career exploration and assist with Academic Enrichment workshops.
3. Providing assessment, academic planning, and advising support.
4. Working closely with Ranger College Business and Financial Aid Offices regarding financial aid and scholarship opportunities.
5. Coordinating development and monitoring of participants' Student Success Plans (SSPs).
6. Consulting with faculty, student services staff, and other staff on behalf of participants.
7. Coordinating Student Support Service orientation for new and returning project participants.
8. Guiding participants through various required application processes for transfer and scholarships.
9. Assuming advising and SSP caseload.
10. Planning visits to four-year institutions.
11. Supporting, planning, and implementation of cultural opportunities during 4-year campus visits.

Student Support Services-Tutor Coordinator

The major duties and responsibilities include:

1. Working with Ranger College faculty, counselor, and workforce program to identify and hire suitable professional and peer tutors.
2. Selecting, assigning, and notifying participants of individual and group tutoring sessions.
3. Ensuring alignment of tutoring with RC course content.
4. Supervising Student Support Services Tutoring Center.
5. Coordinating participant and tutor appointments, collect tutor summation sheets and assist in the updating of participant files.
6. Assuming advising and Student Support Services caseload.
7. Leading development and delivery of Academic Enrichment workshops, assist with delivery of all project services.

Student Support Services-Data Entry Specialist

The major duties and responsibilities include:

1. Working with other Student Support Services staff members to secure and digitize participant data.
2. Maintaining Student Support Services student database using the Heiberg Student Access Database for evaluation and reporting purposes.
3. Working closely with Student Support Services staff, Ranger College Admissions, Financial Aid, and Counseling offices to accurately obtain, maintain, and update participant information.
4. Assisting in preparing mailings to participants.
5. Maintaining project inventory.
6. Assisting in the preparation of workshop instructional materials.
7. Assisting in planning and implementation of project events.
8. Assisting with tutoring documentation.
9. Assisting in tracking participant cohort and eligible non-served cohort for evaluation.

Director of Security

The major duties and responsibilities include:

1. Enforcing institutional rules, regulations, and laws regarding student conduct as defined in the Student Handbook.
2. Enforcing rules and regulations concerning parking, blocking, or impeding traffic.
3. Monitoring traffic and issuing campus citations for traffic violations as defined in the Student Handbook.
4. Enforcing institutional rules and regulations relative to vehicle identification parking permits.
5. Enforcing rules and regulations relative to unauthorized persons being on Ranger College property.
6. Routinely checking security of campus buildings.
7. Serving as official security personnel for athletic events.
8. Determining and directing the schedule of relief security officers who will perform the duties and functions described above while on duty as a Security Officer.
9. Checking the security cameras to assure that they are functioning properly.
10. Perform other duties as assigned.

Security Officer

The major duties and responsibilities include:

1. Enforcing institutional rules, regulations, and laws regarding student conduct as defined in the Student Handbook.
2. Enforcing rules and regulations concerning parking and traffic.
3. Enforcing institutional rules and regulations relative to vehicle identification parking permits.
4. Enforcing rules and regulations relative to unauthorized persons being on Ranger College property.
5. Checking security of campus buildings.
6. Serving as official security personnel for athletic events.
7. Assuming other duties as assigned by the Director of Security or the Vice President of Student Services.

Residence Dorm Director

The major duties and responsibilities include:

1. Assist in every part and every day of housing check in and check out procedures.
2. Get to know every resident within his/her assigned area.
3. To provide residents assigned to him/her with the opportunity for educational and social interactions through program and activity offerings.
4. To Maintain a working relationship with residents, other student staff, Security as well as Ranger Student Services and any other entities necessary.
5. Provide timely information to residents in his/her designated area of responsibility, whether through building meetings, regular dorm visits, newsletters, etc.
6. Confront violations of policy, mediate conflict, provide crisis management assistance information, be an active listener, as well as a serve as a resource on Ranger College and the community to residents.
7. Do not try and handle a situation if it escalates beyond reasonable control. If you feel the situation escalating, please call security. Please call security on the security line NOT their personal mobile phone. The number for Campus Security is 254-631-9097.
8. A (CSA) Campus security authority regarding the Clery act. A campus security authority's primary responsibility is to report immediately any allegations of Clery Act crimes reported to them to the official or office designated by the institution to collect crime report information.
9. To be thoroughly familiar with all Ranger College housing regulations and to be responsible for their enforcement. As official Ranger staff members, Dorm Directors assume responsibility, and maintain a level of expectation consistent with the educational philosophies of Ranger College.
10. To assist staff by reporting needed repairs or other concerns
11. To attend centralized Dorm Director trainings, staff/development meetings.

Vice President of Administrative Services

The major duties and responsibilities include:

1. Lead, direct, and guide administrative functions.
2. Serve as a member of the President's cabinet advising executive staff of administrative issues, human resource issues, fiscal impact of policy decisions, and emerging state or national initiatives that affect the district and its finances.
3. Provide leadership, coordination, and support for staff development activities for all areas of responsibility that enhance or promote the college's mission and goals.
4. Recommend additions and modifications of personnel positions in areas of supervision and participates in the selection of full-time managerial employees. Conduct staff evaluations and promote a developmental program for each manager that will increase managerial effectiveness consistent with the individual's potential with the college's needs.
5. Recommend new or revised policies, procedures, and operational procedures in all administrative areas to the President as needed to facilitate accomplishment of program objectives and benefit the college.
6. Meet with the faculty, students, administrators, and classified staff on issues of concern to the college in areas of administrative services.
7. Attend Board of Trustees meetings and serve on college wide councils and committees.
8. Provide leadership and oversee marketing creative services.
9. Perform other duties as assigned.

Vice President of Technology

The major duties and responsibilities include:

1. Supervise the areas of Systems Support Services, Network Support Services, Desktop Support Services, Media Support Services and Administrative Computing.
2. Develop and maintain a college information technology and telecommunications master plan which reflects long range planning of IT and telecommunications projects required to support the college's strategic plans. Plan, develop and implement effective information systems to support administrative and academic technologies onsite, offsite, and on-line.
3. Develop and maintain transaction processing systems to record, store and report on essential elements of information which are created during the execution of business and other administrative processes.
4. Identify and implement best practices for optimizing infrastructure and operations costs, improving system performance, and ensuring service-level requirements are met.
5. Coaches, mentors, and trains new and existing team members in organizational, behavioral and technical skills.
6. Formulates IT policies, procedures, and performance management processes and measures.
7. Directs the preparation, review and consolidation of IT business plans, budgets, and forecasts.
8. Negotiates contracts with vendors and authorizes procurement.
9. Manage the continuing technology initiative and provide strategic planning in the use of academic and administrative computing, campus networking, telecommunications, instructional resources, and distance learning system to enhance the college's educational mission and increase the use of technology in providing services to students.
10. Lead efforts to integrate technology into all areas of the college being responsible for all aspects of the institutional mainframe computer systems (both hardware and software), including the planning, decision making, organizing, and recommendation of mainframe computer development, deployment, and expansion on campus; supervisory responsibilities for the areas of programming development, campus network systems, web development, telecommunication, internet services and help desk services.
11. Perform other duties as assigned.

Director of Information Technology

The major duties and responsibilities include:

1. Develop, maintain, and evaluate policies, procedures, and standards required to provide flexible, cost-effective information technology services essential to quality instruction, administrative processes, and community service.
2. Develop an on-going planning process in information technology that will serve the faculty, staff, students, community, and the institution to include all campuses/centers.
3. Implement and maintain a high quality, open architecture, service-based information technology infrastructure, and inform staff, faculty, and administration of its availability and capabilities.
4. Serve on the Technology Committee.
5. Develop, maintain, and evaluate policies, procedures, and standards for college email systems for faculty, staff, and students.
6. Provide expertise and leadership for the development, implementation, and refinement of all administrative software systems.
7. Recommend policies and procedures related to IT to the Technology Committee.
8. Provide leadership in the development, maintenance, and the use of IT infrastructure, including access to and utilization of intranet, internet, and other distributed systems.
9. Perform other duties as assigned.

Testing Coordinator

The major duties and responsibilities include:

1. Coordinate testing dates, times, and schedules.
2. Schedule placement tests for incoming students.
3. Communicate via email/phone with students to verify/confirm testing appointment date and time.
4. Supervise the check-in procedure for testing students.
5. Monitor students during testing sessions.
6. Ensure academic integrity during the testing process.
7. Assist with TSI testing at local High Schools or other Ranger College Centers.
8. Schedule online proctored online midterm and final exams, or any other proctored exam as needed.
9. Perform other duties as assigned.

QEP Director

The major duties and responsibilities include:

1. Direct and oversee the planning, implementation, modification, assessment, and evaluation of the QEP.
2. Determine the membership of the QEP Committees.
3. Provide leadership for the QEP Planning & Assessment Team.
4. Provide leadership for the QEP Marketing Team.
5. Manage the QEP budget and serve as coordinator of purchasing for operational expenses for the QEP.
6. Report on QEP activities to the Administration and Board of Regents.
7. Collaborate on QEP activities with faculty and students.
8. Represent the college at SACSCOC activities appropriate to the QEP.

Senior Vice President of Financial and Administrative Services/Chief Financial Officer

The major duties and responsibilities include:

1. Keeps the President advised regarding areas of assignment.
2. Assumes primary responsibility for the organization and management of the fiscal affairs of the college.
3. Maintains all financial records of college business.
4. Prepares monthly financial statements.
5. Prepares all state and federal financial reports as required in a timely fashion meeting all imposed deadlines.
6. Provides for the security of all college funds.
7. Implements purchasing policies and procedures.
8. Supervises preparation of the college's payroll and related reporting.
9. Prepares W-2's for the year end and transmittal to the correct agency.
10. Prepares and Files Texas Workforce Commission Reports.
11. Coordinates the processing of student IRS 1098T's.
12. Maintains inventory records of college property and furnishing the proper agencies with such records as necessary.
13. Prepares the Ranger College fiscal budget and presenting it to the Board of Regents for approval.
14. Imports the approved budget in the system each fiscal year.
15. Assists in the development of the Legislative Budget Board request.
16. Assists faculty/staff in selecting vendors/placing orders.
17. Advertises all College bids or specifically delegating such responsibilities.
18. Assumes responsibility for the receipt and disbursal of funds involved with Financial Aid programs.
19. Provides leadership in selecting insurance carriers.
20. Acts as Fiscal Agent for the receipt and disbursement of all college funds and to maintain budgetary controls.
21. Approves all purchase orders and requisitions for expenditures of college funds.
22. Prepares budget recommendations for areas of responsibility.
23. Prepares budget amendments as needed for grants and for Board of Regents approval.
24. Assists Accountant with Capital Asset Detail Listing.
25. Prepares various monthly and annually balance sheet account reconciliations.
26. Serves as Investment Officer.
27. Serves as Independent Audit Coordinator.
28. Completes all institutional goals and objectives for the finance division.
29. Requires a strong knowledge of content-management software (POISE).
30. Assists the President with approving all college fundraising activities.
31. Serves as Treasurer for Ranger College Foundation.
32. Performs other duties as assigned.

Payroll & Benefits Coordinator

The major duties and responsibilities include:

1. Maintains appropriate accounting office files and records.
2. Prepares payroll for the College.
3. Processes work-study and TRIO grant tutor's payroll.
4. Prepares insurance, ORP, TRS, ERS and other payroll payables monthly.
5. Prepares monthly ORP, TRS, and ERS reports.
6. Files Internal Revenue Service forms quarterly or annually.
7. Prepares annual employee contracts and letters of assignments.
8. Coordinates athletic/activity accident insurance.
9. Maintaining W-4's for student workers, entering all student data (including hours worked monthly), and applying the payments to the student's accounts.
10. Assists other office personnel in meeting deadlines for projects for which they have the prime responsibility.
11. Prepares and maintains College inventory records and reports.
12. Requires a strong knowledge of content-management software (POISE).
13. Performs other duties as assigned.

Bursar

The major duties and responsibilities include:

1. Receipts monies received in a timely manner.
2. Maintains student account statements and ensures that all charges for tuition and fees are properly posted by coordinating with the Registrar's office.
3. Enters all charges from the bookstore and other offices such as the Library, the VP of Student Services' office, and athletic program.
4. Reconciles charges, receipts, and monies received from all off-campus centers.
5. Prepares and analyzes the deposit reports to make certain that the proper dollar amounts are credited to the correct bank accounts and prepares refund check lists, all of which are then posted to the General Ledger.
6. Performs duties of direct billing for students' accounts, working with both students and parents to clarify any questions about charges on the statements.
7. Performs third party billing for student's accounts which includes:
 - a. Filling out and returning referral forms to funding agencies on qualified students.
 - b. Completing and submitting reimbursement requests to funding agencies, ensuring that accurate documentation of all charges is provided.
 - c. Applying reimbursement checks to students' accounts and subsequently reconciling with the contracts of the agencies.
8. Reconciles Federal Funds and Scholarship Awards with the Financial Aid Office.
9. Prepares and reconciles the monthly Cosmetology Program and Erath CDC report.
10. Processes Gift Income, including receipting of all gifts, maintaining records, acknowledging memorials, and mailing receipts. (Gift Income also includes all receipts from athletic functions.)
11. Maintains housing reservation files, providing appropriate reports to the VP of Student Services and others upon request.
12. Provides student counts to the food services program.
13. Prepares the annual Tuition/Fee Exemption Report.
14. Processes reimbursement of funds each semester, including:
 - a. Calculating, printing, and issuing refund checks to students who dropped a class or who withdrew during the refund period.
 - b. Calculating, printing checks, and disbursing federal funds over payments to commuters and students at off-campus centers.
15. Contacts persons who write checks that are returned by banks because of insufficient funds or closed accounts and collecting such funds from those persons.
16. Submits student accounts to the collection agency after each long semester.
17. Assists in the preparation or reviewing of reports as assigned.
18. Requires a strong knowledge of content-management software (POISE).
19. Performs other duties as assigned.

Accounts Payable Clerk

The major duties and responsibilities include:

1. Maintains all approved purchase and travel requests.
2. Assigns purchase order numbers for approved purchase requests.
3. Process purchase orders to report budgeted funds as encumbered.
4. Matches invoices / receipts received to applicable approved purchase orders and requests and travel requests.
5. Performs verification of vendors.
6. Process accounts payable as invoices are received.
7. Process checks and prepares invoices for payment for supplies, services, and equipment received.
8. Maintains vendor files for each vendor check paid.
9. Assist Accountant with vendor information and types of services performed for 1099 preparation.
10. Assists in issuing purchase orders.
11. Assists faculty/staff in selecting vendors/placing orders.
12. Assists in the annual financial audit.
13. Assists in maintaining budget control.
14. Requires a strong knowledge of content-management software (POISE).
15. Performs other duties as assigned.

Accountant

The major duties and responsibilities include:

1. Reconcile bank accounts.
2. Prepares and analyzes the receipts reports to ensure that the proper dollar amounts are credited to the correct bank accounts.
3. Reconciles collection spreadsheets used by Erath County Center, Erath Cosmetology, Erath CDC, Brown County Center, and Brown Cosmetology.
4. Prepares various monthly and annually balance sheet account reconciliations.
5. Prepares general ledger journal entries and approves the CFO's journal entries.
6. Emails monthly budget and restricted reports to all department directors and supervisors.
7. Assists in the preparations of monthly financial statements, as assigned.
8. Prepares 1099's for year end and transmittal to the correct agency.
9. Assists in the annual financial audit.
10. Assists in maintaining budget control.
11. Assists with the processing of grants and contracts.
12. Requires a strong knowledge of content-management software (POISE).
13. Sets up college term codes in Poise for deferral periods per semester.
14. Downloads transcript reports from Herring Bank that are automatically deposited in the Local account.
15. Accesses Brightwheel for deposit information when those funds are received in the Erath bank account and updates working Brightwheel spreadsheet. Enters the student/payer information on the Erath Childcare spreadsheet.
16. Receives TuPay report from Herring Bank on credit card payments made and uses as a reconciliation tool for the direct deposits into the Local account and the entries made directly into Poise.
17. Performs other duties as assigned.

Human Resources-Generalist

The major duties and responsibilities include the following:

1. Preparing personnel policies and revisions to be submitted to the administrative staff.
2. Preparing and modifying personnel forms to meet the needs of the College.
3. Maintaining and updating personnel records for each employee.
4. Preparing personnel request and recommendation forms and securing the President's appointment of search committees.
5. Scheduling interviews for job applicants as directed by search committee chairs.
6. Assist with preparing contracts for the President.
7. Preparing the list of employees that is submitted to the Board of Regents for contract extensions.
8. Advising personnel recruitment sources of the Ranger College Equal Employment Opportunity Policy.
9. Staying abreast of changes in the implementing state and federal laws regarding the Drug-Free Workplace Act and Discrimination Training.
10. Assisting in the evaluation process through the preparation of job description packets for supervisors and recording evaluation scores for use in the rehiring of personnel.
11. Serving as the initial contact person for applicants interested in becoming Ranger College employees.
12. Recording all leave requests and preparing monthly report for the faculty and staff concerning leave earned/used and leave balances.
13. Preparing and posting job notices.
14. Preparing and printing the Faculty and Staff Directory each year.
15. Conducting new employee orientation.
16. Perform other duties as assigned.

Director of Dual Enrollment

The major duties and responsibilities include:

1. Visit area high schools to meet with counselors, students, and parents about the dual enrollment program. Some evening and weekend presentations may be required.
2. Coordinate the admissions process and registration of all Ranger College dual enrollment students. This may include but is not limited to distributing and collecting admissions and registration packets and collecting required information from students.
3. Advise dual enrollment students and create/maintain degree plans.
4. Serve as the primary college contact person for dual enrollment questions and issues.
5. Verify accuracy of rosters with high school counselors and dual enrollment instructors.
6. Report grades (as needed) to area high schools.
7. Create dual enrollment packets and materials for distribution.
8. Work closely with College Faculty, Instructional Division Directors, Deans, Counselors, and the Registrar's Office to ensure that consistent and correct procedures are followed with respect to dual enrollment.
9. Maintain various files, records, and reports.
10. Operate computers for data input, word processing, and spreadsheets for program descriptions.
11. Represent Dual Enrollment and attend meetings and conferences as needed.
12. Prepare and monitor a budget that supports the needs of the Dual Enrollment Program.
13. Create all Dual Enrollment courses in POISE and assign instructors.
14. Create all Dual Enrollment student files.
15. Provide student advising training for high school counselors.
16. Assist all dual enrollment students/parents with FAFSA submissions.
17. Proctor TSI for Dual Enrollment students at high schools.
18. Perform other duties as assigned.

Division Chair

Each Division Chair reports to the Vice President of Instruction. The major duties and responsibilities include:

1. Serving as spokesperson for the department and promoting interdepartmental cooperation and effective formal communication within the Division of Instruction.
2. Assisting the Vice President of Instruction in formulating Educational Goals and Outcomes for the Division of Instruction and leading in the development of learner outcomes and goals of the instruction in the department.
3. Projecting to the Vice President of Instruction the personnel need of the department, recruiting qualified candidates for both full-time and adjunct faculty for all on-campus and off-campus positions, and participating in the search committee process when new employees are to be hired in the respective department and recommending faculty for employment.
4. Assisting in conducting course and/or program development, evaluation, and revision as needed to meet the needs of students served by the department/program.
5. Orienting all full-time and part-time faculty, both on-campus and off-campus, assigned to the division to the Ranger College instructional environment, the resources available for support of their assignment, and their teaching duties and responsibilities. This duty may be reassigned by the Vice President of Instruction.
6. Recommending the annual division budget and maintaining effective budgetary control over the programs/disciplines for which the Division Chair is responsible.
7. Preparing the class schedules in conjunction with the other Division Chairs for each term of instruction.
8. Assisting the administration in formulating policy and procedures affecting faculty and instruction.
9. Ensuring academic standards are maintained within all on-campus and off-campus disciplines/courses in the division and assisting the Vice President of Instruction in ascertaining that all full-time and part-time faculty, both on-campus and off-campus, fulfill their instructional assignments as stated in their respective job descriptions.
10. Reporting any issues and/or concerns within the department and assisting the Vice President of Instruction in resolving any problems which may arise.
11. Perform other duties as assigned.

Director of Learning Resources

The major duties and responsibilities include:

1. Supervising the facility and operation of the Learning Resource Center.
2. Managing and assuming primary responsibility of the selection, acquisition, preparation, preservation, cataloging, use and maintenance of all instructional support materials and equipment.
3. Assisting faculty in the selection and use of library materials.
4. Assisting students in the selection and use of library materials.
5. Initiating and supervising inter-library loans and coordinating cooperative relationships with other libraries and agencies.
6. Supervising and evaluating Learning Resource staff.
7. Making available to faculty periodic lists of new materials in the library.
8. Compiling and making necessary reports to state, federal, and professional agencies, and to the College administration.
9. Formulating learning resources policies/procedures with the advice of the Learning Resource Committee and recommending these policies/procedures to the Vice President of Instruction.
10. Monitoring expenditures for the budget allocated to the Learning Resource Center.
11. Serving on College committees where contributions are deemed appropriate.
12. Being responsible for the following media functions:
 - a. Circulation, repair, and maintenance of equipment and materials.
 - b. Inventory of software and equipment.
 - c. Acquisition and receiving of materials.
 - d. Assist patrons in the use of the software and equipment in the center.
 - e. Assist faculty in providing media materials for instructional support.
13. Perform other duties as assigned.

Library Assistant-Ranger Campus

The major duties and responsibilities include:

1. Assisting faculty, students, and patrons in the use of the Learning Resource Center.
2. Providing clerical support for the Director of Learning Resources.
3. Carrying out and enforcing day-to-day policies of the Learning Resource Center.
4. Maintaining circulation and other usage records and statistics.
5. Processing library materials.
6. Maintaining check-in records for serials and submitting claims when necessary.
7. Maintaining order and appearance of the reference, circulating, reserve, periodical (current and back files) and special collections.
8. Maintaining public catalog.
9. Assisting with the inventory process.
10. Scheduling use of audio-visual equipment.
11. Maintaining working hours as scheduled by the Director of the Learning Resources Center.
12. Providing support and maintenance for Xerox copiers including helping students and patrons use the copiers, resolving copier problems, replacing toner and paper, servicing copiers, and maintaining complete monthly and quarterly usage reports to Xerox.
13. Perform other duties as assigned.

Library Assistant – Brown County Center

The major duties and responsibilities include:

1. Maintains the college library's collection of books, serial publications, documents, audiovisual, digital, and other materials.
2. Assists groups and individuals in locating, obtaining, and using materials.
3. Furnishes information on library activities, facilities, rules, and services.
4. Proctors online testing in the library.
5. Assists students with computer skills, printing and online services provided through the Ranger College website.
6. Perform other duties as assigned.

Library Assistant – Erath County Center

The major duties and responsibilities include:

1. Maintains the college library's collection of books, serial publications, documents, audiovisual, digital, and other materials.
2. Assists groups and individuals in locating, obtaining, and using materials.
3. Furnishes information on library activities, facilities, rules, and services.
4. Assists with a variety of the college's departments, concepts, practices, and procedures.
5. Performs a variety of tasks.
6. Issues student IDs, badges, and sets up banking for loan disbursements.
7. Proctors online testing in the library.
8. Assists students with computer skills, printing and online services provided through the Ranger College website.

Program Coordinator

The major duties and responsibilities include:

1. Monitoring all on-campus and off-campus (including dual credit) locations to ensure the same academic standards are maintained.
2. Assisting and evaluating all on-campus and off-campus (including dual credit) departmental faculty in their educational duties.
3. Provide assistance to the Division Chair by overseeing their respective educational discipline.
4. Determine program needs and develop strategies for improvement.
5. Increase enrollment in assigned discipline.
6. Assisting the administration in formulating policy and procedures affecting faculty and instruction.
7. Reporting any issues and/or concerns within the department and assisting the Division Chair in resolving any problems which may arise.
8. Perform other duties as assigned.

Cosmetology Faculty

The major duties and responsibilities include:

1. Instructing students in accordance with the philosophy of the College and the regulations of the TDLR.
2. Organizing and presenting instructional material at times and places scheduled by the Director, following course syllabi and outlines.
3. Preparing a syllabus containing specific learner competencies for each course taught and updating them on an annual basis using input from students, advisory committees, professional associations, and other external sources.
4. Maintaining up-to-date academic and attendance records on each student and making these records available to the Director of Cosmetology and the Office of Admissions and Records.
5. Maintaining discipline and order during instructional activities and reporting all student problems in need of special consideration to the Director of Cosmetology.
6. Participating, when possible, in professional development activities, conferences, workshops, etc., which focus on the subject matter, professional growth, and the improvement of instruction.
7. Participating in normal administrative and maintenance activities related to the faculty member's program or classes.
8. Communicating through appropriate channels (Program Director, Vice President, and President) in relating dissatisfaction or making positive suggestions.
9. Serving on task forces or committees as appointed or elected.
10. Assisting with program recruiting efforts.
11. Participating in professional cosmetology organizations and College organizations.
12. Attending cosmetology advisory committee meetings.
13. Participating in the reviewing and selecting of textbooks and other instructional materials for the program.
14. Updating textbooks, outlines, and teaching plans so that they remain current with the curriculum and to meet the changing needs of students, and any changes mandated by both the College and TDLR.
15. Counseling students when necessary, realizing that a faculty member is often in the best position for effective guidance and making referrals to the Ranger College Counselor or Community Counseling Service, when appropriate.
16. Participating in graduation exercises.
17. Performing special instructional tasks as assigned.
18. Attending faculty meetings called by the President, Vice President of Instruction, or Program Director.
19. Perform other duties as assigned.

Cosmetology Secretary

The major areas of responsibility include:

1. Collecting necessary information from students for the Main Campus, the Tech Center, and the Texas Department of Licensing and Regulation.
2. Supervising client appointments.
3. Keeping records on postage, inventorying client fees, etc.
4. Operating copying machines, copying tests and other materials for faculty.
5. Typing supply orders for the Cosmetology Program.
6. Answering the telephone.
7. Maintaining time sheets on each student, keeping attendance records on each student.
8. Keeping up with absentee reports on each student for the Registrar.
9. Ordering supplies.
10. Assisting students in non-instructional areas.
11. Registering students.
12. Assists with proctoring TSI tests at BCC and surrounding high schools.
13. Running errands for cosmetology.
14. Changing filters and light bulbs.
15. Helping in all other areas.
16. Perform other duties as assigned.

Executive Vice President of Workforce & Economic Development

The major duties and responsibilities include:

1. Oversees all aspects of the C.E. Workforce Development Center services and activities. Ensures the functional and fiscal success of programs.
2. Hires, supervises, trains, and evaluates staff; ensures mandatory staff professional education is completed; supports additional professional development for staff.
3. Oversees all fiscal processes for assigned program areas including developing annual budgets for assigned program areas; approves all expenditures related to the daily operation of the department; manages program income and expenses; ensures that program instructor payroll is completed in a timely manner.
4. Acts as Grant Director for all grant projects in assigned program areas including assisting in drafting grant applications, hiring, and supervising grant staff, managing the grant budget, and ensuring that grant deliverables are accomplished in accordance with granting source expectations and guidelines.
5. Ensures that policies and procedures are in place and maintained regarding the delivery of courses and programs in assigned program areas, including but not limited to procedures for state reimbursement, college accreditation, and external student funding sources, industry specific accrediting agencies, local workforce industry partners, and continuing education partnerships.
6. Acts as a department representative by collaborating with internal ACC departments, external workforce development entities, and industry representatives to address current and emerging workforce education needs within the College's service area; directs the development of new courses and/or programs as needs are identified.
7. Collaborates with Continuing Education leadership in relation to strategic planning, marketing efforts, and process improvement
8. Oversees the development of course schedules and class scheduling for each semester.
9. May coordinate workforce continuing education programs as needed, including program development; scheduling; hiring of instructors; program and instructor evaluation; and other duties associated with program
10. Serve on committees and at meetings as assigned.
11. Perform other duties as assigned.

Coordinator of Continuing Education

The major duties and responsibilities include:

1. Providing leadership in developing, administering, supervising, and evaluating all continuing education and skills grant activities.
2. Coordinating education activities with other programs at the College.
3. Coordinating with the Directors of Brown and Erath County regarding the determination of which continuing education programs to offer as well as appropriate faculty to teach the courses.
4. Registering continuing education, academic and developmental education students for the appropriate classes.
5. Coordinating the deposit of funds received with the appropriate Center Director.
6. Maintaining responsibility for the maintenance of all documents and records, and securing the approval from all appropriate local, state, and federal agencies in relation to skills grants and continuing education.
7. Ensuring that all rules and requirements of the Texas Higher Education Coordinating Board (THECB) and other state agencies are followed.
8. Perform other duties as assigned.

Grant Facilitator

The major duties and responsibilities include:

1. Conducts grant-related activities in a timely manner
2. Maintains all grant files
3. Review of grants forecasts and databases
4. Provide technical assistance on all grants – editing, data, developing budgets, ensuring completion.
5. Monitor grant spending in monthly reports
6. Assist in submission of financial reports and audit information
7. Ensures orderly closure of projects
8. Complete district wide grant evaluations
9. Submit district wide grant data
10. Perform other duties as assigned.

Vice President of Institutional Effectiveness and Accreditation

The major duties and responsibilities include:

1. Act as the Institutional Accreditation Liaison (IAL) to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and direct all efforts related to reaffirmation, reporting substantive changes, and meeting other requirements to maintain compliance with the Principles of Accreditation. This includes notifying accreditation agencies of any change in status.
2. Provide vision, leadership, coordination, accountability, and advocacy for institutional effectiveness efforts including, but not limited to, institutional assessment, program assessment, and assessment of student learning outcomes.
3. Provide direction and oversight for institutional research, strategic planning initiatives, and continuous improvement.
4. Assist in the development of the strategic plan and its implementation, and in the assessment of the achievement of institutional goals.
5. Assist in coordinating annual planning and institutional effectiveness processes with the annual budgeting process.
6. Collaborate with administrative units and academic and workforce divisions in developing research and assessment models, including identification and assessment of outcomes and application of results for program and service improvement.
7. Produce reports to coordinate the assessment of college performance measures and student learning outcomes. Communicate these to appropriate parties.
8. Produce an annual institutional effectiveness report for presentation to the Administrative Council.
9. Coordinate faculty and staff development activities related to the assessment of program learning outcomes. Plan and conduct workshops and other faculty development programs to assist in conducting effective and meaningful assessment activities.
10. Coordinate, develop, implement, and conduct projects, surveys and studies in support of institutional assessment, planning, research, and decision-making.
11. Serve on college shared governance structures and committees, including the Administrative Council. Chairs the Institutional Effectiveness Committee
12. Perform other duties as assigned.

Office Support/Advising Assistant- Erath Center

The major duties and responsibilities include:

1. Serving as receptionist and/or assistant.
2. Greeting visitors.
3. Furnishing information about the College and their appropriate department to prospects, students, and visitors.
4. Providing secretarial support and assistance as needed.
5. Taking student payments and creating daily deposits.
6. Issues student ID's, badges, and sets up banking for loan disbursements.
7. Assists with signing students up for TSI testing and finals.
8. Assists with proctoring tests and finals.
9. Receiving and distributing mail.
10. Maintaining and purging filing correspondence.
11. Creating and typing reports, and forms as needed.
12. Assisting other office personnel in meeting deadlines for projects for which they have the prime responsibility.
13. Perform other duties as assigned.

Office Support/IT- Erath Center

The major duties and responsibilities include:

1. Serving as receptionist and/or assistant.
2. Greeting visitors.
3. Furnishing information about the College and their appropriate department to prospects, students, and visitors.
4. Providing secretarial support and assistance as needed.
5. Taking student payments and creating daily deposits.
6. Issues student ID's, badges, and sets up banking for loan disbursements.
7. Assists with signing students up for TSI testing and finals.
8. Assists with proctoring tests and finals.
9. Receiving and distributing mail.
10. Maintaining and purging filing correspondence.
11. Creating and typing reports, and forms as needed.
12. Assisting other office personnel in meeting deadlines for projects for which they have the prime responsibility.

Office Support/Financial Aid Assistant- Erath Center

The major duties and responsibilities include:

1. Assist students with financial aid information and forms
2. Take payments, make bank deposits, and process petty cash
3. Scan transcripts into Docubase and test scores to the registrar's office
4. File needed student information
5. Maintain Copiers (paper supply, staples, toner, and service calls)
6. Supervise Presidential Scholars and work study students
7. Responsible for printing student ID cards
8. Perform other duties as assigned.

Associate Vice President of Erath Center

The major duties and responsibilities include:

1. Assist with coordination of academic activities including establishment of class offerings, and assignment of facilities in collaboration with the Vice President of Erath County. These duties may include:
2. Provide orientation for new faculty and staff regarding the Center's policies and procedures.
3. Coordinate with the Vice President of Erath County and Vice President of Instruction to develop a master class schedule each term.
4. Serve as a general informational source and administrative point of contact for Erath faculty.
5. Review and propose needed revisions to the college catalog, academic policies, administrative rules, and other instructionally related materials.
6. Serve as Blackboard specialist for Erath Center.
7. Assist and train faculty in use of ITV and Zoom equipment.
8. Coordinate academic support services
9. Serve as instructional liaison to external business and appropriate community organizations in Erath County.
10. Help identify and secure appropriate institutional resources to support professional development of faculty and staff.
11. Supervise assigned staff, with the responsibilities of training and evaluating these individuals.
12. Be available to teach one or more classes per semester.
13. Serve on college shared governance structures and committees.
14. Conduct and supervise academic advising at the Erath County Center.
15. Other duties as assigned by the Vice President of Erath County and/or the President.

Director of Upward Bound

The major duties and responsibilities include:

1. Lead the implementation of the UB project.
2. Supervise project staff.
3. Serve as the liaison between RC and the U.S. Dept. of Education.
4. Manage the project budget.
5. Ensure project compliance with applicable regulations.
6. Coordinate project services.
7. Provide services to a caseload of participants.

Upward Bound Advisor

The major duties and responsibilities include:

1. Assist the Director in coordinating project services.
2. Provide project services to a caseload of participants
3. Assist with project evaluation

Upward Bound Project Assistant

The major duties and responsibilities include:

1. Responsible for routine office functions including maintenance of student and project records/database systems.