

VICE PRESIDENT, INSTRUCTIONAL SERVICES

DEFINITION

Serves as the Chief Instructional Officer (CIO) of the college and is responsible for all of the instructional programs. Advises the Superintendent/President and Board of Trustees on instructional and education planning matters.

SUPERVISION RECEIVED AND EXERCISED

Direction is provided by the Superintendent/President.

Provides supervision to Deans, Associate Deans, Division Chairs, Program Managers and administrative staff in the instructional division.

EXAMPLES OF DUTIES

Supervises, organizes and reviews all of the instructional programs of the District, including credit, vocational, continuing education, community service and contract education.

Develops and oversees the instructional budget seeking to maximize state and other sources of funding for programs and services.

Evaluates the effectiveness of all instructional programs and develops plans for improvement.

Provides leadership for campus-wide efforts to ensure a common vision for curriculum planning and programmatic changes through the master plan, comprehensive program review, academic senate, and academic affairs committee.

Manages enrollment to maximize resource allocation and scheduling to meet students' needs.

Coordinates instructional needs with service areas such as: Student Services, Administrative Services, and the Office of the Superintendent/President to ensure effective integration and communication among all critical services for students.

Provides consistent direction in administering the collective bargaining agreements.

Builds and maintains a cooperative, supportive and effective management team.

Interprets and/or implements pending or current legislation affecting instructional programs.

Participates in statewide organizations to stay current on best practices of the community college system.

Chairs the Academic Affairs Committee and serves on other committees as needed.

Establishes and maintains relationships with community partners and organizations, including local school districts, community and civic organizations as well as the business community.

Serves on Superintendent/President's Cabinet.

Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

Curriculum and instruction, program development and evaluation, enrollment management, student retention and community relations.

Innovative approaches to classroom instruction, new methods of instructional delivery, and technological changes in all aspects of college operations.

Key factors of student success and learning outcomes assessment.

Effective leadership and management principles.

Budget development and administration.

Serves as the Districts Accreditation Liaison Officer ensuring compliance with the standards set forth by ACCJC.

Information technology systems and solutions.

Inherent value of a diverse student, faculty and staff population which includes differences in cultural, socio-economic, age, gender, ethnic, religious, sexual orientation and disability status.

Ability to:

Interpret and apply statutes and regulations.

Evaluate instructional programs and strategies.

Lead and motivate managers, faculty and staff collaboratively.

Generate and evaluate data related to student enrollment, preparedness, retention, success and other relevant indicators in order to enable all students to achieve their educational goals.

Motivate and mentor faculty, staff and administrators toward a common set of goals.

Facilitate decision-making processes through shared governance and consensus building.

Excellent interpersonal and communication skills.

Resolve problems effectively and build consensus among diverse groups and individuals.

Maintain a high level of visibility and accessibility on campus and in the community.

Analyze complex issues and recommend solutions.

EMPLOYMENT STANDARDS

Minimum Requirements:

Education:

A Master's degree from an accredited college or university.

EMPLOYMENT STANDARDS (continued)

Experience:

Five years of management experience in progressively responsible positions demonstrating leadership in curriculum and instruction, program development and evaluation, strategic planning, fiscal management, enrollment management, student retention, conflict resolution and support of student services. Additionally, five years of teaching experience at a post secondary institution is also required.

Desirable:

A doctoral degree in Educational Administration, Public Administration or related field from an accredited college or university.