

TITLE: Vice President, Academic Affairs/Assistant Superintendent

CLASSIFICATION: Management Team – Educational Administrator

SALARY RANGE: 42

SCOPE OF POSITION:

Under the direction of the Superintendent/President, provide District-wide leadership, supervision and oversight for Academic Affairs including accreditation, grant development, policy development, strategic planning, and curriculum and service development for the District's instructional programs and services; oversee the development of satellite campuses and the operations of instructional programs and designated faculty and staff; serve as the President's designee of the District in the absence of the Superintendent/President; supervise and evaluate the performance of assigned staff.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Provide leadership in enrollment planning, educational planning activities, program and course development functions, curriculum and information, and schedule development to meet District and student needs to enhance the educational effectiveness of instructional subject areas; direct the development and implementation of instructional programs, services, plans, strategies, processes, projects, courses, goals and objectives.
2. Oversee the development of satellite campuses and the operations of instructional programs and designated academic personnel.
3. Perform and oversee special projects and duties as requested by the Superintendent/President; serve as potential on-site "in-charge" administrator during the President's absence.
4. Encourage program innovation and renewal in response to changing needs and conditions.
5. Develop and implement the Educational Master Plan; oversee the preparation of annual plans for the major units within Academic Affairs and evaluate the attainment of goals.
6. Provide leadership in the development of institutional research projects related to instruction and student learning.
7. Serve as the college's liaison to the California Community College Chancellor's Office (CCCCO).
8. Chair various college committees and councils; represent the college in the community; serve as needed on statewide committees and in professional organizations.
9. Oversee grant development and serve as the chief liaison with grant development agencies; develop and prepare the operating budget for the various operations, activities, departments and programs of Academic Affairs; analyze and review budgetary and financial data; authorize expenditures and conference requests in accordance with established limitations; research, obtain and maintain grants and other funding sources.
10. Provide leadership and direction for collective bargaining and contract administration activities; may serve as a principal negotiator with faculty unions; maintain confidentiality regarding issues related to negotiations and collective bargaining matters; ensure compliance with labor union contracts; and address faculty grievances.
11. Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions according to established procedures.

KEY DUTIES AND RESPONSIBILITIES – Continued

12. Supervise District contracts and agreements for partnerships with outside higher education entities.
13. Serve as the College's liaison officer for accreditation; maintain District-wide accreditations and program accreditations for CTE programs accredited by outside agencies.
14. Provides leadership for academic programs and services for Study Abroad programs, teacher exchanges and academic offerings for international student populations.

KNOWLEDGE OF:

1. Current curriculum development and contemporary teaching methodologies.
2. Instructional support programs and attendant technologies.
3. Education Code, Title 5, CCCCO regulations, accreditation requirements, and labor union contracts.
4. Board policies and procedures.
5. Technical aspects and practices related to curriculum and other aspects of community colleges as published by the State-wide academic senate.
6. Hiring and evaluation procedures and local, State and Federal employment codes, laws and regulations.

ABILITY TO:

1. Manage efficiently the instructional programs of a large multi-campus and multi-site college.
2. Provide District-wide leadership in supporting the various and technical aspects of instructional programs, enrollment management, and compliance with Education Codes, Title 5 and California CCCCO regulation compliance, accreditation compliance, and writing and interpreting Board policies, procedures and AFA contract provisions.
3. Lead and implement strategic planning, specifically related to Academic Affairs or Instruction.
4. Effectively train, supervise and evaluate assigned staff.
5. Demonstrate sensitivity to, and respect for, a diverse population.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Master's Degree and ability to meet minimum qualifications for current SRJC faculty discipline.

Experience:

One year of formal training, internship or leadership experience reasonably related to this assignment. Significant management/leadership in the area of academic or instructional programs in a higher education setting.