

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 support, 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 all District sites and operations; provide support and leadership for instructional programs and designated faculty and staff; serve as the President's designee in the absence of the Superintendent/President; support, supervise, and constructively 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 educational planning activities, enrollment planning, program and course development functions, curriculum, and schedule development to meet District and student needs to enhance the educational effectiveness of instructional subject areas; with the faculty, collaborate on the development and implementation of instructional programs, services, plans, strategies, processes, projects, courses, goals, and objectives.
2. Oversee the development of all District sites and the operations of instructional programs, and support the development of designated academic personnel.
3. Provide leadership for and implement 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 and support program innovation and renewal in response to changing needs and conditions.
5. Working collaboratively with the faculty and educational administrators, 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 Academic Affairs grant development and serve as the chief liaison with funding 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 input for collective bargaining and contract administration activities; maintain confidentiality regarding issues related to collective bargaining matters; ensure compliance with labor union contracts, and address faculty grievances.

KEY DUTIES AND RESPONSIBILITIES – Continued

11. Supervise and constructively evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions according to established procedures.
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 Career Education (CE) programs accredited by outside agencies.
14. Provide 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. Current research, data and metrics, and current practices related to higher education, community colleges, adult learners, and diversity, equity, inclusion, and antiracism.
4. Education Code, Title 5, CCCCCO regulations, accreditation requirements, and collective bargaining agreements.
5. Board policies and procedures.
6. Technical aspects and practices related to curriculum and other aspects of community colleges as published by the State-wide academic senate.
7. Hiring and evaluation procedures and local, State and Federal employment codes, laws and regulations.

ABILITY TO:

1. Work collaboratively and respectfully with colleagues in a complex, dynamic educational institution.
2. Manage effectively and efficiently the instructional programs of a large multi-campus and multi-site college.
3. 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 CCCCCO regulation compliance, accreditation compliance, and writing and interpreting Board policies, procedures, and collective bargaining agreement provisions.
4. Demonstrate a commitment to valuing and promoting diversity, equity, inclusion, and anti-racism.
5. Demonstrate knowledge of barriers for underrepresented students, faculty, and classified professionals.
6. Mentor underrepresented faculty, administrators, and classified professionals.
7. Lead and implement strategic planning, specifically related to Academic Affairs or Instruction.
8. Effectively train, supervise, and evaluate assigned staff.
9. Demonstrate sensitivity to, and respect for, a diverse population.

MINIMUM QUALIFICATIONS:

Education and Experience:

Master's Degree and one year of formal training, internship, or leadership experience reasonably related to this assignment.

PREFERRED QUALIFICATIONS:

Education and Experience:

An earned Doctorate degree from an accredited institution, five years of increasingly responsible senior leadership experience in the area of academic or instructional programs in a higher education setting, and community college teaching experience.