

TITLE	CLASSIFICATION	SALARY RANGE
Vice President, Student Services/Assistant Superintendent	Management Team Educational Administrator	42

SCOPE OF POSITION:

Under the direction of the Superintendent/President, provide overall direction for District-wide Student Services programs and operations; provide technical expertise and counsel to the President and the Board of Trustees in matters related to student affairs and community relations; may serve as the designee 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 overall direction for District-wide Student Services programs and operations including Counseling and Special Programs, Student Conduct and Student Disabled Programs, Student Success, Equity and Retention, Admissions and Enrollment, EOPS, CalWORKs, Student Employment, Student Affairs and Student Grievance, Student Financial Services and Student Health Services.
2. Provide leadership in the convening, charge and work of a variety of District-wide committees, councils, and teams related to Student Services operations and programs; prepare agenda items; meet and collaborate with senior management, chairs and other staff to assess program action plans and improvements; make recommendations and implement solutions to resolve issues.
3. Supervise and evaluate assigned administrators and staff; interview and select employees and recommend transfers, reassignments, terminations and disciplinary actions; coordinate subordinate work assignments and review work to ensure compliance with established procedures, standards and requirements; ensure employee understanding of established requirements.
4. Provide leadership consistent with the mission of the District including short-term and long-term planning associated with the District's Strategic Plan and Student Service goals; establish collaborative decision processes and overall Student Services delivery priorities.
5. Coordinate communications and activities with other District faculty, staff and students.
6. Oversee the implementation of student conduct, student grievance and due processes, annual graduation ceremony, District policy development, governing board actions, Title IX procedures, and relevant legal interpretations that prevent District risk exposure and liability; consult with legal counsel; prepare and maintain related documentation.
7. Chair and participate in District-wide committees; represent the District in the community and at local, State and regional meetings; maintain liaison with appropriate government agencies and professional organizations; serve as guest speaker at schools and community groups; provide leadership for college advancement and relations with community organizations, K-12 and other local partnerships.
8. Develop and prepare the budgets for Student Services programs and operations; analyze and review budgetary and financial data; authorize expenditures in accordance with established guidelines.

KEY DUTIES AND RESPONSIBILITIES – Continued

9. Provide technical expertise and counsel to the President and the Board of Trustees in matters related to student affairs and community relations; provide technical information and assistance to the Superintendent/President regarding Student Services activities and issues; assist in the development of policies, procedures and programs.
10. Provide leadership, vision and oversight for strategic planning and related efforts including the Facilities Master Plan and Program and Resource Planning Process (PRPP) annual and program review cycles; develop Board, institutional, accreditation, categorical program, financial aid, community, and other records and reports related to assigned activities.
11. Oversee the modification of programs and services to meet District, State and Federal requirements

KNOWLEDGE OF:

1. Integrated planning, evaluation and institutional improvement.
2. Community college accreditation standards and processes.
3. Institutional research models and methodologies, program review, and evaluation processes.
4. Best practice student service programs and delivery models.
5. Current curriculum development, student services, counseling and disability access methodology.
6. Federal laws and regulations, Education Code, and Title V regulations related to assigned areas.
7. Emerging trends, effective practices, laws, codes, regulations and pending legislation related to Student Services programs, operations and activities.
8. Apportionment/FTES claim regulations.
9. Fiscal audit compliance.
10. Student support technology.
11. Research and evaluation techniques.
12. Public speaking techniques.

ABILITY TO:

1. Provide overall direction for District-wide Student Services programs and operations.
2. Supervise and evaluate the performance of assigned administrators and staff.
3. Provide interpersonal and mediation expertise with complex issues.
4. Promote District image and partnerships in the community.
5. Ensure proper and timely resolution of student, staff, faculty, program and service issues.
6. Demonstrate sensitivity to, and respect for, a diverse population.

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 the supervising administrators, 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.