

TITLE: Vice President, Student Services/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 Student Services programs and operations including accreditation, grant development, policy development, strategic planning, and program development for the District's student services programs; oversee the development of student services programs at all District sites and the operations; provide support and leadership for categorical programs and designated faculty and staff, ;serve as the President's designee in the absence of Superintendent/President; 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 for District-wide Student Services programs and operations including Counseling and Special Programs, Student Conduct and 504 compliance and related services, Student Success, Equity and Retention, Admissions and Enrollment, Basic Needs, EOPS, CalWORKs, Student Employment, Student Affairs and Student Grievance, Student Financial Services, Student Health Services, and Student Housing.
2. Oversee the development of all District sites and the operations of student services programs, and support the development of designated personnel.
3. Provide leadership and collaboration in the convening, charge and work of a variety of District-wide committees, councils, and teams related to Student Services operations and programs, including annual graduation ceremony, oversight of student life, student government, and student clubs.
4. Provide leadership for and implement strategic priorities and duties as requested by the Superintendent/President; serve as the potential on-site "Acting President" during the President's absence.
5. Encourage and support program innovation and renewal in response to changing needs and conditions.
6. 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.
7. 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.
8. Coordinate communications and activities with other District faculty, classified professionals, management team and students,

KEY DUTIES AND RESPONSIBILITIES – Continued

9. Oversee the implementation of student conduct, student grievance and due processes, 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.
10. 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.
11. 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.
12. Provide leadership in the development of institutional research priorities related to student services and programs, and the use of disaggregated data in program and service area evaluations.
13. Provide input for collective bargaining and contract administration activities; maintain confidentiality regarding issues related to collective bargaining matters, ensure compliance with labor union contracts.
14. 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.
15. Provide leadership, vision and oversight for Institutional Effectiveness, including 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.
16. Oversee the modification of programs and services to meet District, State and Federal requirements

KNOWLEDGE OF:

1. Federal laws and regulations, Education Code, Title 5, CCCCCO regulations, accreditation requirements, and collective bargaining agreements.
2. Integrated planning, evaluation and institutional effectiveness activities.
3. Current research, data and metrics, and current practices related to higher education, community colleges, adult learners, and diversity, equity, inclusion, and anti-racism.
4. Best practice student service programs and delivery models, including student support technology.
5. Current curriculum development, student services, counseling and disability access methodology.
6. Emerging trends, effective practices, laws, codes, regulations and pending legislation related to Student Services programs, operations and activities.
7. Apportionment/FTES claim regulations and metrics in the funding formula.
8. Board policies and procedures.
9. 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 District-wide student services programs and operation across multiple sites.
3. Provide overall direction for District-wide Student Services programs, operations, enrollment management, and compliance with Education Codes, Title 5, and California CCCC 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, classified professionals and management team.
6. Mentor underrepresented faculty, administrators, and classified professionals.
7. Lead and implement strategic planning, specifically related to Student Services programs and activities.
8. Effectively train, supervise and evaluate the performance of assigned administrators and staff.
9. Provide interpersonal and mediation expertise with complex issues.
10. Promote District image and partnerships in the community.
11. Ensure proper and timely resolution of student, staff, faculty, program and service issues.
12. Demonstrate sensitivity to, and respect for, a diverse population.

QUALIFICATIONS:

REQUIRED EDUCATION AND EXPERIENCE:

Master's Degree and one year of 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 student services or categorical programs in a higher education setting, and previous work experience in a community college environment.