

Position: Vice President Instruction and Chief Academic Officer	Position Number:
Department: Instruction	FLSA: Exempt
Reports to President/Superintendent	Salary Grade: 136

### Summary

Reporting to the President, the Vice President of Instruction serves as a member of the Cabinet, contributing to the development of new programs, budget and planning, and articulation and advancement of the long-range vision for instruction. This college cabinet-level position serves as a leader and collaborator in the College's strategic planning and decision-making activities. The VPI plays a key role in developing and sustaining partnerships with business, industry, and educational and community leaders. As the chief academic officer, this position works as a team with the President, Vice President of Development, and the Vice President of Administrative Services, the Executive Director of College Advancement, academic administrators and the Academic Senate to lead an on-going comprehensive effort to meet college strategic and enrollment goals.

### Essential Duties and Responsibilities

#### **SPECIFIC RESPONSIBILITIES**

As the chief academic officer, the Vice President, in accordance with the provisions of the Education Code, the rules and regulations of the Board of Governors of the California Community Colleges, and the policies of the District, performs the following functions:

#### **DEVELOPMENT AND DELIVERY OF ACADEMIC PROGRAMS**

Overall responsibility for the planning, staffing, supervision, assessment, and delivery of all academic and academic support related programs provided in the district. Provides leadership in these program areas for efficiency and effectiveness in serving the needs of a culturally and socio-economically diverse community. Collaborates with the Vice President of Student Development and other institutional leaders in college-wide initiatives.

#### **PERSONNEL**

Directs, supervises and evaluates assigned academic, management and classified staff and responsible for the immediate supervision and performance evaluation of all reporting administrators. Recommends all personnel transactions in areas of responsibility; ensures the hiring of highly qualified and diverse staff, faculty, and administrators. Responsible for developing an effective and cohesive leadership team with a common commitment to and focus on student access and success.

#### **STUDENTS**

Develops programs that support inclusivity and success for the college's diverse

student population. Responsible for reviewing, recommending and implementing district policies and administrative regulations pertaining to academic and student support.

### **BUDGET/FUNDING**

Responsible for the overall preparation, monitoring and accounting for all budgetary matters in areas of responsibility including general fund, categorical, auxiliary and grant funding. Seeks maximum state funding and alternative revenue streams for assigned programs and services.

### **PLANNING**

Responsible for overseeing and enhancing the assessment framework for all student services areas, including annual student learning outcomes and service area outcomes assessment and triennial program reviews to ensure results-oriented program planning and budgeting. Supervises and coordinates the attainment of academic goals within the College's Educational Master Plan and the District's Annual Plan.

### **COMMUNITY ENGAGEMENT**

VPI will establish and maintain partnerships with external entities, including K-12 school districts, four-year universities/colleges, and community-based organizations to achieve student access and success.

### **OTHER PROFESSIONAL RESPONSIBILITIES**

Significant responsibility for chairing or participating in college and district committees and task forces related to duties. Participates in and supports the accreditation process. Performs related duties as assigned.

## **Qualifications**

### **Knowledge and Skills**

- Philosophy, mission, and goals of the community college district
- Student support services and programs, including student recruitment and outreach
- Applicable federal and state regulations pertaining to instruction and each area of student service
- Knowledge of instructional programs and student and program learning outcomes
- Possession of a minimum qualifications to serve as a faculty member in the California Community Colleges.

### **Abilities**

- Experience working with a diverse campus community and possess a commitment to equity and inclusion.
- Be a visible champion for student engagement and advocacy.
- Experience in program planning, implementation, assessment, and administration, including management of budgets and personnel.
- Experience and commitment to collaborate with various college stakeholders to build effective collaborative relationships.

- A strong personal orientation toward collaboration, teamwork, transparency, accessibility, accountability and delegation.
- Demonstrated ability to work effectively with external constituencies, including K-12 school districts and four-year universities/colleges.
- Ability to engage in enrollment management initiatives that promote student recruitment and retention.
- Excellent communication skills including the ability to effectively communicate, both verbally and in writing; possess the ability to listen to all points of view, build consensus, and inform others of policies and decisions.
- Demonstrated competence in a collective bargaining environment.
- Demonstrated commitment to the principles of shared governance and transparency.
- Demonstrated ability to analyze and apply laws, rules and regulations concerning Title IX of the Education Amendments of 1972, as well as other state laws and district policies relating to sexual harassment, sexual misconduct, gender and interpersonal violence, and sexual assault.
- Communicate articulately both in public and in private, as evidenced by the ability to listen as well as to speak and write effectively
- Provide leadership and direction in instructional innovation and technology
- Exercise group leadership skills which emphasize collaboration, consensus building, conflict resolution, and problem solving

### **Physical Abilities**

- Hearing and speaking to exchange information and make presentations
- Dexterity of hands and fingers to operate office equipment

### **Education and Experience**

Possession of a doctoral degree; five (5) years or more of administrative leadership experience in higher education; and experience in accreditation, budget oversight and financial management. Evidence of success in strategic planning, program development, and budgeting and evidence of success in enrollment management, program review, Student Learning Outcomes (SLO's), including experience in the assessment process, and applications of institutional research.

### **Licenses and Certificates**

Valid CA Drivers license.