

## VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

### **CLASS TITLE: DEPUTY SUPERINTENDENT/EXECUTIVE VICE PRESIDENT**

#### **BASIC FUNCTION:**

Under the direction of the Superintendent, President, Deputy Superintendent, and Executive Vice President: plans, organizes, coordinates, develops, directs, administers, and evaluates student services and instructional programs, services, resources, and activities for students on- and off-campus; provides leadership and direction to academic and classified staff in areas involved in the delivery and administration of a comprehensive program including: academic, student services, vocational programs, contract education, fee-based education, curriculum, curricular, co-curricular activities, grants, articulation, and learning resources; trains, supervises, and evaluates the performance of administrative and support staff assigned to instruction and student services.

The Deputy Superintendent/Executive Vice President is an academic management position reporting directly to the Superintendent/President. The Deputy Superintendent/Executive Vice President must have broad experience in managing student services and instructional programs and services at a higher educational institution with a wide variety of programs, resources, activities, and facilities. The Deputy Superintendent/Executive Vice President, works closely with the Superintendent/President to facilitate achievement of instructional and student services goals and objectives consistent with the District's mission and goals; also formulates, develops and implements student services and instructional programs, services, policies, standards, and activities in compliance with all applicable federal, State, and local laws, regulations, policies, and procedures

#### **REPRESENTATIVE DUTIES:**

Directs and provides leadership to all academic and classified staff assigned to instructional programs, student services, functions, and activities within the District; formulates, develops, implements, and reviews a broad variety of policies, standards, and outcomes to assure that students are afforded optimum curricular alternatives, current educational programs and access to technology supportive services, while pursuing academic and vocational fields of study. *E*

Leads and directs systematic review, assessment, and approval of processes for evaluating new and continuing courses and curricula; assesses needs for programs and services, and facilitates short- and long-term plans for development and implementation; supervises and assists deans in the development of new programs, courses, and curriculum revisions; initiates feasibility studies in new curriculum areas; provides comprehensive reports to the Superintendent/President and other District administrators regarding the College's instructional services. *E*

Coordinates distance education, economic development, contract education, fee-based, and community-based instructional partnership; works closely with

## **Deputy Superintendent/Executive Vice President-Continued**

community leaders and special interest groups to maintain and enhance the partnership between the college and the community. *E*

Develops, implements, and reviews expectations for performance and standards of excellence consistent with established District goals, objectives, and policies to ensure excellence in the teaching, student services, and learning environment; ensures timely and effective evaluation. *E*

Directs and participates in the recruitment, selection, assignment, orientation, motivation, and professional empowerment of assigned personnel; in an environment committed to enhancing student learning, directs, supervises, and evaluates the performance of all academic and classified personnel with Instruction. *E*

Prepares, recommends, and implements budgets for assigned areas; monitors expenditures, identifies variances, and takes necessary actions to ensure compliance with budget limitations and established fiscal policies. Reviews reports related to the financial resources of assigned programs and services; assures that human and financial resources are allocated efficiently and effectively. *E*

Directs the preparation of accreditation and reports as required by federal, State, local, and District relations; assures compliance with all applicable laws, rules, regulations, and restrictions related to student services and instructional programs, services, and activities; assures that the highest legal and ethical standards are maintained and clearly communicated to personnel; informs the Superintendent/President and other District staff as to the status of assigned functions or groups of services. *E*

Works collegially with all college personnel and constituencies in accordance with the participatory governance policies and collective bargaining agreements of the District; directs and participates in the efforts and activities of assigned committees, task forces, and work groups; provides for appropriate communication within and among units supervised and constituency groups. *E*

Resolves faculty, staff, and student grievances and complaints in accordance with Board policy and District procedures and with the Vice President of Human Resources, as appropriate. *E*

Represents the College in the community, including local educational institutions, business interests and service organizations, and at state and national meetings. *E*

Serves as a member of the President's leadership team and participates in establishing and achieving development of short- and long-range plans for all instructional programs and student services in coordination with College-wide entities; advises and confers with the Superintendent/President on the

## **Deputy Superintendent/Executive Vice President-Continued**

development, revision, and compliance with Board policies; interprets District policy for assigned area; makes decisions on matters as necessary. *E*

Serves on District collective bargaining team. *E*

Attends Board meetings; provides input as necessary on issues affecting assigned functions; makes presentations on pertinent matters as necessary; reviews and approves items submitted by the functional areas managed for presentation to the Board. *E*

Participates as a member of the Superintendent/President's Cabinet in the development and recommendation of District policy and plans. Serves as administrator in charge in the absence of the Superintendent/President, and performs other duties as assigned by the Superintendent/President. *E*

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Principles, theories, and practices of administration specifically related to the student services and instructional programs/service available at institutions of higher education.

Development and implementation of a comprehensive college instructional and student services programs.

Modern pedagogical and instructional design methodologies.

Current and innovative trends in academic, vocation, community, contract education, and student services, including technology and non-traditional methods of instruction.

Instructional programs and student services for students, including but not limited to academic and vocational curricula.

Matriculation requirements and articulation agreements.

Needs, interests, and concerns of various groups of community college students.

Participatory governance philosophy, practices higher education (preferably the community college), and ability to participate collegially in a participatory governance environment.

Principles and practices of leadership, supervision, and management that promote teamwork, including the ability to train, motivate, and evaluate staff.

State Education Code sections, federal laws and regulations, and policies related to the development and implementation of the instructional program.

Budget preparation, implementation, and administration for a multi-faceted instructional and student services programs.

Collective bargaining law, contract negotiation, and administration.

Research methods and oral and written communication skills, including report writing.

Interpersonal skills and qualities, including; creativity, energy, courtesy, sensitivity, honesty, integrity, fairness, flexibility, and a sense of humor.

## **Deputy Superintendent/Executive Vice President-Continued**

### **ABILITY TO:**

Provide leadership and direction to college administrators, academic and classified staff in developing, implementing, and evaluating student services and instructional programs, services, resources, and activities for student.

Provide leadership for fulfilling the comprehensive community college mission, which includes basic, and transfer education, vocational, and technical training, economic development of the community, contract education, student services, and community service.

Direct the development and implementation of current, balanced, and innovative curricula.

Curricular activities and non-traditional approaches to education in relation to the instructional needs of the larger community.

Plan, organize, direct, administer, review, and evaluate the College's student services and instructional services programs, resources, and activities.

Select, assign, orient, train, supervise, counsel, discipline, and evaluate the performance of subordinates.

Analyze complex financial, statistical, and narrative data regarding the instructional program.

Serve on District collective bargaining team and work effectively in a collective bargaining environment.

Assure compliance with local, state, and federal policies, regulations, and laws related to community college instruction.

Direct the effective interface and integration of student services and instructional services and programs; including transfer requirements and articulation agreements.

Communicate effectively both orally and in writing.

Establish and maintain effective and cooperative working relationships with others and develop effective interface with student's services.

Relate effectively to people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.

### **EDUCATION AND EXPERIENCE:**

A master's degree (earned doctorate preferred) from an accredited college or university AND three years of full time teaching experience (community college experience preferred) AND three years of progressively responsible academic administrative experience and/or leadership training (community college experience preferred).

### **WORKING CONDITIONS:**

Office environment.

## **Deputy Superintendant/Executive Vice President-Continued**

Position requires hearing and speaking to communicate and exchange information.