

## **VICTOR VALLEY COMMUNITY COLLEGE DISTRICT**

**CLASS TITLE: EXECUTIVE VICE PRESIDENT**

### **PRIMARY RESPONSIBILITIES:**

Under the direction of the Superintendent/President, the 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 and vocational programs, contract education, fee-based education, curriculum, curricular and 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 Executive Vice President, is an academic management position reporting directly to the Superintendent/President. The 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 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, and also formulates, develops and implements student services and instructional programs and services, policies, standards and activities in compliance with all applicable federal, State and local laws, regulations, policies and procedures

### **ESSENTIAL FUNCTIONS:**

Directs and provides leadership to all academic and classified staff assigned to instructional programs and student services, functions and activities within the District; formulated, 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.

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.

Coordinates distance education, economic development, contract education, fee-based and community-based instructional partnership, working closely with community leaders and special interest groups to maintain and enhance the partnership between the college and the community.

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.

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.

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.

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

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.

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.

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

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

Serves on District collective bargaining team.

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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.

Participates as a member of the Superintendent/President's Cabinet in the development and recommendation of District policy and plans. performs other duties as assigned by the Superintendent/President.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Principles, theories and practices of administration specifically related to the student services and instructional programs and 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, 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 and practices in 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.

**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

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and 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 students 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. Position requires hearing and speaking to communicate and exchange information.