



VICE PRESIDENT, INSTRUCTION

DEFINITION

The Vice President of Instruction serves as a key executive leader within the District, responsible for establishing the vision, direction, and operational effectiveness of the office of instruction. programs. This position plays a central role in fostering an inclusive, student-centered environment that advances the District's mission and strategic priorities by ensuring equitable access, support, and success for the diverse student body.

Provides leadership and oversight for development, implementation and analysis of enrollment management strategies, initiatives, and efficiencies. Provides highly responsible and complex professional assistance to the Superintendent/President in areas of expertise and performs related work as required. Directly represent the Superintendent/President when assigned. Serves as the lead for the Instruction Team, coordinates, directs communication, information, resources, and personnel to meet the instructional needs of the college to enhance the effectiveness of academic programs.

SUPERVISION RECEIVED AND EXERCISED

Under the general direction of the Superintendent/President, this position provides executive leadership for all instruction office operations and programs. The Vice President exercises direct supervision over assigned administrative, classified, and faculty personnel within the instruction office, including deans, directors, managers, coordinators, and support staff.

CLASS CHARACTERISTICS

This is an executive management classification responsible for providing visionary leadership, strategic planning, and operational oversight for comprehensive instructional programs. The position serves as a key member of the President's Cabinet and participates in district-wide decision-making, policy development, and strategic planning initiatives. The Vice President is expected to demonstrate cultural competency, equity-minded leadership, and a commitment to eliminating achievement gaps while promoting student success for all populations served by the District.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plan, organize, and direct instructional support functions that support.
- Provide leadership in department-wide planning and program development in accordance with mission, goals, and objectives of the College and department. Provide leadership in development and expansion of Guided Pathways program
- Provide administrative leadership and oversight for implementation of strategic enrollment management strategies, initiatives, and efficiencies. Facilitate the development of college FTES and other related Student-Centered Funding Formula metrics and targets based on financial and enrollment goals
- Provide leadership and oversight in areas of Dual Enrollment, Class Schedule/Enrollment, Non-credit/Community Education and Adult Education.

- Supervise office of Instruction
- Develop, disseminate and interpret analytical information related to programs, services, and processes and analytics supportive of educational planning, student learning outcomes, enrollment trends, accreditation, and required internal and state and federal external reports, and provide and/or oversee training in these areas.
- Assess, develop, implement and evaluate strategies to monitor and improve the quality of educational services. Coordinate the preparation, development, design, composition and dissemination of class schedules, catalogs and a variety of other promotional and informational publications and materials.
- Provide leadership on designated college committees and task force groups in addressing issues of importance to the college.
- Assist in ensuring that instructional programs and services comply with established College, State, and Federal standards, requirements, laws, codes, rules, regulations, policies and procedures.
- Facilitate and enhance governance processes and relationships. Understand and support the role of faculty in participatory governance as delineated in AB 1725, the Education Code, and Title 5.
- Provide program analysis, assist in program development, and plan for curriculum additions, modifications, and deletions.
- Supervise and evaluate the performance of assigned administrators, management, classified staff and faculty; interview and select employees and recommend transfers, reassignment, disciplinary actions, and termination; coordinate staff work assignments and schedules, and review work to assure compliance with established standards, requirements, and procedures.
- Oversee and participate in conducting a variety of analytical and operational studies regarding assigned departmental and programmatic activities; prepare timely comprehensive technical records and reports, identify alternatives, and make and justify recommendations.
- Develop and prepare the annual preliminary budget for assigned categorical programs and grants; monitor and analyze operations, activities, programs and courses to determine educational and financial effectiveness and operational efficiency; periodically analyze and review budgetary and financial data; control and authorize expenditures related to these categorical program activities.
- Direct the preparation and maintenance of a variety of records including annual program review, enrollment management, and curriculum; assure that mandated reports are submitted appropriately according to established timelines.
- Provide leadership regarding instructional services, activities, needs and issues; participate in the formulation and development of policies, procedures and programs.
- Participate on committees, task forces, and special assignments and affiliated trainings; prepare and deliver oral presentations and college-wide trainings related to assigned areas as needed
- Participate in collective bargaining activities as assigned.
- Attend District mandated training and participate in investigations as directed. Assist in addressing discrimination and harassment, and retaliation against individuals who bring these complaints forward through recognizing and reporting possible incidents to Human Resources.
- Works productively and cooperatively with others by demonstrating respect, patience and equitable treatment of all internal and external customers.
- Perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Education policy, functions and activities, and the ability to develop, oversee, and implement projects and programs in a variety of areas.
- Instructional techniques and strategies related to assigned instructional departments and courses, Student Learning Outcomes assessment best practices.
- Policies, practices, and interventions related to the equitable and just treatment of diverse individuals.
- Understanding of and sensitivity to meet the needs of diverse academic, socioeconomic, cultural, linguistic, disability and ethnic backgrounds of students, community members and employees.
- Principles and practices of effective administration, supervision, evaluation, and training.
- Principles, practices, procedures and techniques involved in the development and implementation of curriculum standards and instructional programs, services, plans, strategies, processes, systems, projects, courses, goals and objectives.
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Budget development, administrative practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Technical, legal, financial, and public relations issues associated with the management of services and programs in the Office of Instruction.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned programs, projects, and operations.
- Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.
- Principles and procedures of record keeping, technical report writing, and preparation of correspondence and presentations.
- Modern office practices, methods, and computer equipment and applications.

Ability to:

- Modern office practices, methods, and computer equipment and applications.
- Analyze situations accurately and adopt an effective course of action; plan, prioritize, and organize work; meet schedules and timelines.
- Make independent decisions within legal and general policy and regulatory guidelines.
- Identify resources and develop grant or special project applications.
- Plan, organize, coordinate, evaluate and direct college-wide instructional operations, activities, programs, and services.
- Represent the assigned departments to other college divisions and departments, elected officials, and outside agencies; explain and interpret departmental programs, policies, and activities; negotiate and resolve significant and controversial issues.

- Coordinate and direct communications, educational planning activities, program development functions, courses, curriculum and information to meet college and student needs and enhance the educational effectiveness of the college.
- Direct and participate in the development, analysis, and implementation of college programs, services, plans, strategies, processes, systems, projects, courses, goals and objectives.
- Recommend course amendments and curriculum changes as appropriate.
- Provide consultation and technical expertise concerning college operations and activities.
- Direct the maintenance of a variety of reports, records and files related to assigned activities; prepare comprehensive narrative and statistical reports.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Conduct effective negotiations and effectively represent the department in meetings with governmental agencies and various educational, businesses, professional, regulatory, and legislative organizations.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Respond to difficult and sensitive student, faculty, and public inquiries and complaints and assists with resolutions and alternative recommendations.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Education:

- Master's degree from an accredited college or university with major coursework in any academic discipline. (Doctoral degree preferred)

Experience:

- Five (5) years of increasingly responsible administrative experience in higher education programs with direct oversight and supervision of an instructional division. (California community colleges preferred)

Licenses and Certifications:

- Possession of a valid California Driver's License to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.

Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff, students, and/or public and private representatives in interpreting and enforcing departmental policies and procedures.