

DESERT COMMUNITY COLLEGE DISTRICT

VICE PRESIDENT, INSTRUCTION

BASIC FUNCTION

Serves as the Chief Instructional Officer of the District and is responsible for educational policy, academic programs and related services, for accreditation processes, advancement of student success and learning, instructional personnel decisions, budget development, enrollment management, fiscal accountability, program and curriculum development, educational centers (extended campus), and the promotion and improvement of teaching and learning.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from Superintendent/President. Exercises supervision over assigned personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Leads, plans, organizes, directs, supervises, and evaluates the activities of the instructional programs and services for the District; plans, organizes, develops, and evaluates the programs, services, curriculum and activities within assigned areas; and acts in and ensures compliance with District policies and procedures, applicable federal and state laws, codes, and regulations.
2. Provides leadership and support for development of instructional programs and processes, innovative student learning, student support, and related support services to meet the needs of underprepared students and in support of student success; collaborates with student services in matters related to the coordination of instructional programs and student services; foster an environment which encourages innovation, quality instruction and learning excellence.
3. Provides leadership in Accreditation and self-evaluation as the Accreditation Liaison Officer; collaboratively provides leadership in strategic and educational planning, program review processes, enrollment management strategies, initiatives, and efficiencies, college-wide efforts to implement the Guided Pathways framework and the advancement of distance learning; participates in the planning of new facilities for the purpose of instruction.
4. Provides leadership for the continuing development and assessment of Student Learning Outcomes and Program Learning Outcomes to meet the educational needs of students.
5. Plans and directs studies for program development and program effectiveness.
6. Promotes instructional and student success, expansion of student learning outcomes, and effective integration of technology into the learning process and the initiation of supplemental learning.
7. Provides coordination for preparation and development of program schedules of section offerings, College Catalog, and other necessary publications.
8. Assists in identifying resources for development through grants and special projects; coordinates and assist in preparation of project applications for special funding to support student success programs and services; promotes economic and resource development in support of workforce

development and Career Technical Education (CTE) programs and services.

9. Directs and implements sound fiscal planning; supervises the preparation, submission, and implementation of budget for areas of responsibility; monitors accountability performance reports.
10. Represents the District with national, state, and local agencies and at various councils, committees, and task forces, as appropriate; participates actively in and supports shared governance components and activities.
11. Establishes and maintains effective working relationships with students, staff, faculty, and administrations, community groups, educational entities, business, industry, government and legislative bodies to develop partnerships which result in improved service to the community and students.
12. Supervises, evaluates, assigns, disciplines, and directs the work of assigned personnel; provides orientation, training, and professional development of administrative, faculty, and staff personnel in areas of responsibility.
13. Direct the preparation and maintenance of various of narrative and statistical reports, records and files. Prepares and present Board reports.
14. Perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

1. The Community College role in higher education, including the mission of the California Community Colleges.
2. Community College instructional program principles, practices, and procedures.
3. Adult learning theories and learning styles including multiple methods of instruction, new technologies in the learning process, and understanding of current and emerging instructional delivery methods.
4. Guided Pathways implementation
5. Enrollment management principles and strategies
6. Legislative changes affecting curriculum, planning, and programs (e.g. CalGETC)
7. Dual enrollment and emerging opportunities with new groups of learners
8. Career Technical Education programming
9. Curriculum development, course articulation, and student matriculation.
10. Budget preparation and control.
11. Methods of respectful and sensitive communication with diverse constituencies.
12. Strategic planning and program development.
13. Participatory approaches to governance.
14. Principles and practices of administration, supervision, and training.
15. Methods and techniques of research, analysis, and decision-making.
16. Principles and procedures of statistical record keeping and report preparation.
17. District organization, operations, policies and objectives.
18. State reporting system and procedure and applicable laws, codes, regulations, policies and procedures.
19. Collective bargaining principles.

Ability to:

1. Work effectively and collaboratively with Student Services.

2. Work effectively with labor representatives and leadership.
3. Exercise group leadership skills that emphasize collaboration, consensus building, conflict resolution, and problem solving.
4. Build strong team relationships with direct reports and provide professional learning to maximize their expertise as needed.
5. Develop and evaluate comprehensive plans to meet current and future needs of assigned areas.
6. Maintain current knowledge of new developments and innovations in community colleges and higher education in general and serve as an informed and knowledgeable resource for campus-wide efforts; maintain current knowledge of program rules, regulations, policies and procedures, requirements, and restrictions.
7. Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students.
8. Foster an integrated process for planning, budgeting, and analysis.
9. In a strategic, meaningful, and effective manner, infuses cultural competencies into all aspects of the organization.
10. Work effectively and cooperatively with diverse populations within a participatory governance environment, and at all levels of the institution.
11. Communicate effectively both orally and in writing (tact, patience, courtesy)
12. Demonstrate commitment to the continued improvement of teaching and learning.
13. Problem solve and make strategic and effective decisions in a timely, fair, and equitable manner.
14. Use advanced strategies/efficiencies of enrollment management in schedule planning.
15. Manage District resources ethically, responsibly, and consistent with District mission and objectives.
16. Plan and organize work; meet schedules and timelines.
17. Foster consensus building and team approach to management.

Education and Experience:

Master's degree from an accredited institution in a subject discipline taught at the college or in a service area offered by the District; and three (3) years of leadership experience in the supervision or coordination of multiple academic departments or programs is required.

Desirable Qualifications:

- At least three (3) years of teaching experience at the post-secondary level
- Possession of an earned doctorate degree
- Experience in negotiations with employee organizations
- At least three (3) years of formal training, internship, or leadership experience reasonably related to the administrative assignment

Licenses and Other Certifications:

Travel will be required for this position. Incumbent will be financially responsible for securing transportation to assigned locations.

PHYSICAL DEMANDS

This is primarily a sedentary office classification although movement between work areas may be required. Must be able to work in a standard office. Must be able to stand and sit for extended periods of time and operate office equipment. Hearing and speaking to exchange information in person and on the telephone and make presentations. Dexterity of hands and fingers to operate a computer equipment. Positions in this classification occasionally may need to physically reach, bend, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

WORKING CONDITIONS

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

EMPLOYMENT STATUS

Educational Administrator

Range: XV

Approved: November 2018

Revised: April 22, 2022

Revised: April 19, 2024