

Desert Community College District
EXECUTIVE VICE PRESIDENT
STUDENT SUCCESS AND STUDENT LEARNING

The Position

Under the direction of the Superintendent-President, the Executive Vice President, serves as the chief academic and student services officer of the college. and is responsible for educational policy. academic programs and support services, advancement of student success and student learning. academic and student support services personnel decisions, budget development, enrollment management, fiscal accountability, program and curriculum development, and the promotion and improvement of teaching and learning.

GENERAL REPRESENTATIVE DUTIES

The Executive Vice. President is responsible for leadership, planning; organizing, directing, supervising. and the evaluation of the activities of Academic Affairs and Student Services programs and support services for the District. The Executive Vice President fosters an integrated process for, planning, budgeting, and analysis with a focus on enrollment management, basic skills, student success, the expansion of student learning outcomes, advancement of technology for teaching and learning, and an inclusive environment with diversity infused into all aspects of the organization.

The Executive Vice President provides opportunity for involvement by staff, as appropriate, in consideration and discussion of the development of policy, procedures, and programs. The leadership, supervision, planning. implementation and coordination responsibilities entail working with managers, faculty, staff, students, and appropriate college committees, councils and task forces in a collegial manner to assure that the instructional goals and delivery systems are meeting student-learning needs and are in consonance with District goals and objectives. The Executive Vice President functions effectively as a member of an administrative

team and works well with and evidences sensitivity towards persons at all levels of the college.

Representative Duties

In concert with appropriate college personnel:

1. Provides strong, dynamic academic and administrative leadership, fosters an environment which encourages scholarship, teaching, and learning excellence.
2. Provides a vision to guide the college's academic and student service programs into the future.
3. In concert with the appropriate student services administrative personnel, faculty, and staff, provides leadership for the integration of student services with instruction that supports student success.
4. Provides leadership for strategic/operational planning for instructional and related student support services for student success.
5. Provides leadership for innovative student learning, student support, and development programs and processes.
6. Fosters a culture of transfer and guide the college in creating systemic change in the way faculty and staff meet the needs of underprepared students.
7. Provides oversight of assessment of Student Learning Outcomes (ASLO) and college-wide accreditation.
8. Promotes economic and resource development in support of workforce development and Career Technical Education (CTE) programs and services.
9. Provides leadership for the development of strategies and activities that encourage and foster innovation in support of student success.
10. Advocates and promotes quality instruction, student success, integrated planning, and the expansion of Student Learning Outcomes to meet the educational needs of students in a diverse community college environment.
11. Provides innovative and successful academic leadership and vision in instruction and related support services, program development in basic skills, transfer, vocational developmental and non-traditional programs.
12. Promotes instructional and student support connections that foster and enhance student success, including the integration of new technology into the learning process and the initiation of supplemental learning across all disciplines.

13. Works effectively with community groups, educational entities, business, industry, government, and legislative bodies to develop partnerships which result in improved service to the community and students.
14. Plans, implements, and evaluates change with appropriate consultation.
15. Provides leadership and oversight for enrollment management strategies/initiatives/efficiencies.
16. As appropriate, provides for the orientation, in service training, professional development of administrative, faculty, and staff personnel.
17. Fosters a culture of evidence in support of decision reaching processes.
18. Understands and supports the role of faculty in participatory governance as delineated in Education Code and Title 5.
19. Assists in identifying resources for development through grants and special projects; coordinate and assist in preparation of project applications for special funding to support student success programs and services.
20. Prepares, submits, and monitors the annual budget for areas of responsibilities
21. Develops, prepares, presents, and submits reports regarding areas of responsibility.
22. Maintains 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.
23. Promotes the role and use of technology in the instructional and student support services environment.
24. Trains, supervises, evaluates, and directs the work of assigned personnel.
25. Represents the district as the Chief Instructional and Student Services Officers at state meetings and conferences.
26. Performs other duties as assigned.

Knowledge and Abilities

Knowledge of

- The Community College role in higher education including the mission of the

California Community Colleges and community college instructional programs principles, practices, and procedures.

- Adult learning theory and learning styles including multiple methods of instruction including new technologies in the learning process and understanding of current and emerging instructional delivery technologies.
- Contemporary pedagogy, instructional methodology, and learning theories.
- Curriculum development, course articulation, and student matriculation.
- Budget preparation and control.
- Principles and practices of administration, supervision, and training.
- District organization, operations, policies and objectives.
- State reporting system and procedure and applicable laws, codes, regulations, policies, and procedures.

Ability to

- Plan, organize, develop and evaluate the programs, services, activities and curriculum of college instructional, student services and instructional support programs.
- Plan, organize, direct, and evaluate the activities and personnel of the assigned area.
- Develop and evaluate comprehensive plans to meet current and future needs of assigned area.
- Communicate effectively, both verbally and in writing, with faculty and staff, students and community members.
- Train, supervise, and evaluate personnel.
- Apply current and emerging information, networking, and instructional technologies.
- Manage a facility and equipment, develop and effectively manage a budget.
- Interpret, apply and explain rules, regulations, requirements, policies and procedures.
- Work effectively with students, faculty, and staff from multi-cultural

backgrounds and promote access and equity.

- Work effectively with personnel at all levels of the college.
- Maintain current knowledge of program rules, regulations, requirements, and restrictions.
- Analyze situations accurately and adopt an effective course of action.
- Plan and organize work; meet schedules and timelines.
- Apply and use effective interpersonal skills (tact, patience, courtesy).
- Work effectively with community groups, educational entities, business, industry, government and legislative bodies to develop partnerships and coalitions which result in approved service to the community and students.
- Challenge and motivate staff, and communicate effectively with a wide range of constituencies.
- Identify resources and develop grant or special project applications.
- Foster shared governance, consensus building, and team approach to management.

Minimum Qualifications

- Master's degree from an accredited institution, or possession of a valid California Community College Supervisory Credential, **AND**
- One year of formal training, internship, or leadership experience reasonably related to the administrative assignment, **AND**
- Two (2) years of senior level experience is required, **AND**
- Evidence of a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

Desirable Qualifications

- Possession of an earned doctorate is desirable.
- Progressive experience in the administration of educational programs and services or 1·easonably related field, including at least three (3) years in a

community college or university environment.

- Evidence of successful administrative experience in the areas of leadership, organization, planning, development, staffing, budget management evaluation, and supervision reasonably related to the assignment.
- At least three years teaching experience at the post-secondary level.
- Evidence of experience in curriculum development and innovation.
- Experience in accreditation self-study and service on an accreditation evaluation team.
- Demonstrated experience addressing the needs of the underprepared student.
- Demonstrated support for and encouragement of faculty and student scholarship.
- Demonstrated experience in Student Learning Outcome (SLO) design, development, and or implementation.
- Demonstrated support for faculty and staff professional development.
- Commitment to participatory governance and ability to build consensus, resolve difficult issues, and foster a team environment.
- Demonstrated ability to work effectively and cooperatively with diverse constituencies within a participatory governance environment.
- Effective oral and written communication skills.
- Demonstrated experience in academic, career and technical Education (CTE) programs and student services.
- Knowledge of computers and computer applications that support management systems and business office functions.
- Demonstrated ability to problem solve and make timely, fair, and equitable decisions.
- Demonstrated record of fiscal responsibility and accountability, utilizing enrollment management in schedule planning.
- Demonstrated advocacy for students and students' needs.
- Demonstrated commitment to academic quality and standards.

Licenses and Other Requirements

Valid California driver's license and must have an acceptable driving record and current vehicle insurance meeting State of California requirements.

Employment Status

- Educational Administrator
- Salary is commensurate with experience and qualifications.

Approved 6/20/13