



**West Valley - Mission**

Community College District

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## CLASS SPECIFICATION

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### **VICE PRESIDENT, INSTRUCTION**

Academic Administrative Position (Exempt Status)

Administrative Salary Schedule – Range 30

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#### **DEFINITION**

To provide leadership and to plan, organize, direct, and review the activities and operations of the office of instruction including a broad spectrum of programs, services, resources, facilities and activities; to coordinate assigned activities with other divisions and outside agencies; and to provide highly responsible and complex administrative support to the President.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the President.

Exercises direct supervision over assigned management, supervisory, faculty, professional, technical and administrative support staff.

#### **EXAMPLES OF ESSENTIAL DUTIES** - Duties may include, but are not limited to, the following:

Develop, plan and implement college institutional goals and objectives; recommend and administer policies and procedures.

Serve as the chief instruction officer of the college in relation to external entities including the California Community College Chancellor's Office and Accrediting Commission for Community and Junior Colleges.

Provide direction for outside agencies and organizations; oversee all instruction ensuring it meets the educational needs of students; provide staff assistance to the President and Chancellor; prepare and present staff reports and other necessary correspondence.

Direct, oversee, and participate in the development of the college's instructional work plan; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods and procedures.

Supervise and participate in the development and administration of the college's instructional program budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; development and oversight of grants.

Select, train, motivate, supervise and evaluate faculty, academic administrators, personnel and staff including of division chairs and classified staff; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of the college.

Lead and direct the development, implementation, interpretation, and evaluation of the college curriculum and curricular activities; direct and manage college's enrollment management.

Assure college compliance with accreditation standards, Title 5, and federal regulations related to instructional programs, services, and activities; serve as the college's Accreditation Liaison Officer.

Direct and monitor the preparation of the college's schedule of classes based on student learning needs and program patterns; review the schedule development and ensure efficient use of classrooms, laboratories and other instructional facilities; ensure that an appropriate balance of curriculum is offered to meet the needs of a diverse student population.

Serve as a member of the president's leadership team and other leadership teams and committees; establish and achieve college goals in accordance with the college's educational and facilities master plan; ensure that development of short and long-term plans for all instructional programs and services occur in concert with the college's overall direction and priority.

Represent the college to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Participate in College's overall facility planning.

Provide direction for research and prepare technical and administrative reports and studies; prepare written correspondence as necessary.

Build and maintain positive working relationships with co-workers, other district employees, and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

Principles and practices of administration related to the instructional and academic services available at institutions of higher education.

Principles and practices of pedagogical and instructional design methodologies, including distance education.

Current and innovative trends in academic, career technical education, community and contract education, including non-traditional methods of instruction.

Principles and practices of leadership, motivation, team building, and conflict resolution.

Pertinent local, state and federal laws, rules and regulations.

Organizational and management practices as applied to the analysis and evaluation of programs.

Principles and practices of participatory governance and effective practices of adult teaching and learning.

Principles and practices of organization, administration, and personnel management.

Principles and practices of budget preparation and administration.

### **Ability to:**

Plan, direct and control the administration and operations of the college's instructional services programs, resources, and activities.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports and related documents; know and interpret laws, regulations, codes and procedures; observe performance and evaluate staff; problem solve division related issues; and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Prepare and administer division budgets.

Develop and implement division policies and procedures.

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

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

Gain cooperation through discussion and persuasion.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret and apply district and division policies, procedures, rules, and regulations.

Supervise, train, and evaluate assigned staff.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Communicate effectively orally and in writing.

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

Establish and maintain effective, cooperative and collaborative working relationships with others.

Work beyond normal business hours, attend evening meetings and/or perform weekend work, and travel.

### **Experience and Education**

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

**Experience:**

Seven years of increasingly responsible experience in instruction and curriculum development; including two years of academic administrative and management responsibility.

**Education:**

Equivalent to a Master's degree from an accredited college or university with major coursework in education or a related field.

**License and Certificate**

May need to possess an appropriate, valid California driver's license as required by the position.

*EEO Category: Executive/Administrative/Managerial*

*Date Approved: July 1, 2016*