



## Vice President of Instruction

Management Range: 26

Board Approved: 6/20/2019

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*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

### **SUMMARY DESCRIPTION**

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The Vice President of Instruction, under the administrative direction of the Presidents of the college, is responsible for the planning, organization and administration of the college's regular day, evening and summer session curriculum, insuring that the quality of the program meets with the needs of a diverse student population and that the program complies with the budget goals of the college and SBCCD.

### **REPRESENTATIVE DUTIES**

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*The following duties are typical for this classification.*

1. Assists the president as the college's principal resource for instructional innovation by providing leadership for institutional changes and experimentation and instruction.
2. Responsible for the supervision of the Instructional Administrative Deans and Division Deans.
3. Provides leadership in encouraging Division Deans to develop new and appropriate programs to serve the changing needs of a diverse student population.
4. Actively participates in the evaluation of new and revised course proposals submitted to the Curriculum Committee.
5. Works with Division Deans and appropriate committees in evaluating program review and planning data; provides institutional leadership through the preparation of a comprehensive annual planning and program review document for the instructional branch of the college.
6. Exercises a leadership role in the preparation of the college's annual budget, insuring that the instructional program meets the goals of projected income and costs.
7. Provides institutional leadership in the promotion of shared governance through active participation in college and district-wide committees, including the President's Cabinet, the District Educational Council, the Planning/Program Review Committee, the Curriculum Committee, the Accreditation Committee, the Computer Center's Instructional Priorities Committee and other such committees as the need arises.
8. Supervises the development and timely publication of the college catalog, insuring that all pertinent information dealing with state and college regulations, district policies and revisions approved by the Curriculum committee and the Educational Policy Committee are current and accurately presented.
9. Supervises the development and the timely publication of the schedule of classes, insuring that the contents are accurate and organized in a visually attractive and legible form.
10. Promotes the efficient use of instructional facilities and classroom space by centralizing room utilization management.
11. Maintains a file of course outlines for all classes taught, both on and off campus, for which college credit is awarded; insures the currency and accuracy of these files.
12. Ensures that the college is in compliance with all of the state mandated regulations on instruction, including Title 5, Title 7, and Title 9; remains current in state-level policy changes.
13. Ensures compliance with District negotiated agreements, monitoring the status of faculty loads, enrollment minimums, evaluation procedures and grievances.



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14. Supports the Board of Trustees' approved Affirmative Action Program through participating in the screening and selection of all new instructional managers and faculty.
15. Supervises an effective orientation and in-service education program for new faculty.
16. Supervises all personnel in the Office of the Vice President of Instruction.
17. Participates in and/or attends institutional functions related to the instructional program, such as convocations, student performances and other student related activities.
18. Supports the President in his/her duty to represent the college to its governing Board by attending regular Board of Trustee meetings; represents the college to the Board of Trustees in the absence of the President.
19. Represents the college in the capacity of Vice President of Instruction at other schools, professional meetings and public functions.
20. Carries out other duties as assigned by the President.

### **MINIMUM QUALIFICATIONS**

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*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **Knowledge of:**

- Thorough knowledge of federal, state and county regulations as they affect community college programs.
- The principles, practices, procedures and use of research and statistics as they pertain to community college programs.
- The principals, practices, procedures, and use of research and statistics as they pertain to community college counseling and education.
- Trends of community college programs.
- Local community needs.
- Principal and practices of supervision.

#### **Ability to:**

- Plan, organize and direct the activities of assigned programs.
- Develop and evaluate comprehensive plans to satisfy present and future college and community needs.
- Work effectively in a team management environment communicate effectively both orally and in writing.
- Work effectively with people at all levels of the organization including management, faculty, staff and students.

### **Education and Experience Guidelines**

#### **Education/Training:**

- A Master's Degree or equivalent.

#### **Required Experience:**

- Two (2) years of leadership experience reasonably related to the administrator's assignment.



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- Three (3) years of post-secondary teaching experience.
- A sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.

### **License and Certification:**

- Current and valid California driver's license.

### **Desirable Experience:**

- Earned doctorate degree in related area such as higher education administration or community college leadership.
- It is preferred that the applicant have had extensive experience in the California Community College System including teaching experience.
- The applicant should be familiar with desktop computer technology and be comfortable with word processing, spreadsheets, and database applications.
- The applicant should have a working knowledge of budget development and management of a multi-million dollar annual budget. The applicant should have supervising experience in the area of enrollment management.
- The applicant should have the ability to supervise diverse employees, including subordinate supervisors, and should be sensitive to the diversity of the faculty, subordinate supervisors and other co-workers.
- The applicant should have the ability to deal with conflict situations and to direct effective solutions.
- The applicant should have the ability to communicate situations and to direct effective solutions.
- The applicant should have the ability to communicate effectively both orally and in writing.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

Duties performed primarily in an office environment with frequent contact in person and on the phone with executive and management personnel, academic and classified staff, community leaders and the general public. Must travel to other offices or locations to attend meetings and conduct work. Must sit for long periods, use hands and fingers to operate a computer keyboard, see clearly to read normal and fine print, speak clearly and distinctly to provide information in person and over the phone, hear and understand voices over the phone and in person, reach with hands and arms, and lift carry, and/or move objects weighing up to 25 lbs.