

San Jose · Evergreen Community College District Academic Management Job Description

Position: Vice President, Academic Affairs

Department: Academic Affairs

College: EVC or SJCC

Date: 2/25/15

POSITION PURPOSE

Reporting to the College President, the Vice President of Academic Affairs plans, directs, administers and evaluates the instructional programs of the College.

NATURE and SCOPE

The Vice President of Academic Affairs will serve as an effective change agent working collaboratively with the College's diverse stakeholders to develop and implement innovative approaches to enhance academic excellence. The position is responsible for leadership in planning, administering, developing, coordinating, and evaluating the College's instructional programs and courses; in administering instructional and instructionally-related policies, procedures and mandates; in the use of advanced technology systems in instruction; in the development of instruction that incorporates concepts of cultural proficiency; in developing and updating the college Educational Plan; in working with the Vice President of Student Affairs in the areas of recruiting, enrollment and retention, WSCH management and marketing, and student success. The Vice President will supervise and evaluate the performance of assigned staff. The Vice President will work closely with the President, Academic and Classified Senates, College Council, faculty and classified unions, Vice President of Student Affairs and the Vice President of Administrative Services.

KEY DUTIES and RESPONSIBILITIES

1. Plan, direct, administer and evaluate the instructional programs of the College; provide leadership for instructional programs and courses; recommend and administer instructional and instructionally-related policies, procedures and mandates.
2. Oversee all the degree, certificate, and program offerings including vocational programs, transfer, contract education, and programs for students with special needs. Develop and coordinate policies and activities, including program review, to respond to the educational needs of the College's student population.
3. Provide leadership in working with the faculty to develop student-learning outcomes as they relate to courses and programs.
4. Direct staff development within the college including the advancement of new pedagogies and the support and evaluation of new and tenured faculty.
5. Provide leadership for the implementation of the College strategic planning goals including program review, organizational structure, budget planning, program improvement, facilities infrastructure, student services, and quality improvement while incorporating the strategic planning themes of technology, cultural diversity, and campus relations.
6. Direct the preparation and processing of applications for the accreditation of individual occupational programs; direct the maintenance of records and the preparation of reports on trade and occupational programs required by the governmental agencies including student follow-up.

7. Provide leadership for program review, including improvement and development; systematic assessment of student progress and learning outcomes; and review and recommend changes to maintain relevance of Division programs and to meet student and community needs.
8. Supervise the development and timely publication of the college schedule and catalog, insuring that all pertinent information dealing with state and college regulations, district policies, and revisions approved by the Instructional Policies and Curriculum Committee (IPCC) and Academic Senate are current and accurately presented. Also ensure that the schedule and catalog contents are accurate and organized in a visually attractive and legible form.
9. Oversee program articulation with area high schools and other institutions of higher education.
10. Assist college programs to address issues related to accreditation and develop a system for the on-going and systematic review and enhancement of programs related to achieving educational goals.
11. Serve on a variety of College and District committees.
12. Support the rights of the Academic Senate codified in law and in District Policy.
13. Ensure that the College is in compliance with all of the state mandated regulations on instruction (including Title 5, Title 7 and Title 9); and that the College remains current in state-level policy changes.
14. Supervise the coordination of curriculum development, including review and revision in cooperation with the Academic Senate.
15. Develop and coordinate policies and activities to respond to the educational needs of the College's student population including program review. Provide leadership for instructional programs and courses, assuring consistent quality of instructional programs and academic program development; and recommend and administer instructional and instructional-related policies, procedures and mandates.
16. Facilitate the faculty, and the Articulation Office in the development of new programs to reflect changing needs in the occupational and transfer areas.
17. Maintain all curricular documentation ensuring the currency and accuracy of these records.
18. Coordinate and oversee the development and administration of the instructional budget. Ensure that the educational goals related to the College's strategic plan and other Board- adopted plans related to education are implemented.
19. Direct enrollment management within the college. Analyze and report on student enrollment, retention, persistence and goal attainment.
20. Collaborate with the Academic Senate, identify appropriate staff development needs, and develop programs to meet those needs.
21. Ensure, in coordination with the department of Human Resources and the faculty bargaining unit, adherence to contractual obligations affecting faculty, including faculty evaluation, tenure review, retention, discipline, and dismissal.
22. Supervise and evaluate the performance of assigned staff; interview and participate in selecting employees; orient, train, counsel, discipline and terminate personnel according to established policies and procedures.

23. Support and maintain effective relationships among instructional divisions, student services, and the College administration, faculty, staff, and students through participation in shared governance activities.
24. Attend and conduct a variety of meetings, conferences, workshops, and other activities; serve on assigned committees and task groups; represent the College in relations with local, state, and federal agencies; and submit requests for state and federal funds.
25. Develop and maintain strong relationships with administrators of the district high schools and of the surrounding colleges.
26. Attend Board of Trustee meetings as requested by the President.
27. Perform other related duties and responsibilities as assigned.
28. Assume charge of the College as directed.
29. Attend and support the Bay Area Community College Consortium Meetings.

EMPLOYMENT STANDARDS

Knowledge:

1. Planning, organization, and implementation of various instructional programs.
2. Classroom teaching and/or workforce training or learning theories.
3. Instructional technology and alternative teaching and learning strategies.
4. Collective bargaining and contract administration.
5. Applicable laws, codes, regulations, policies, and procedures.
6. Principles and practices of administration, supervision, and training.
7. Budget development and administration.
8. Oral and written communication skills.
9. Interpersonal skills using tact, patience, and courtesy.
10. San Jose/Evergreen Community College governance policies.
11. District policies and procedures.

Skills and Abilities:

1. Operation of a computer and assigned software.
2. Understands and have experience working successfully with the diverse backgrounds of community college students.
3. Plan, direct, administer, and evaluate the instructional programs of the College.
4. Function in a multi-college district to promote the goals of the College and the District.
5. Recommend and administer instructional policies, procedures, and mandates.

6. Supervise and evaluate the performance of assigned staff.
7. Carry out the District's mission, goals, and objectives.
8. Communicate effectively both orally and in writing.
9. Interpret, apply, and explain rules, regulations, policies, and procedures.
10. Establish and maintain cooperative and effective working relationships with others.
11. Analyze situations accurately and adopt an effective course of action.
12. Meet schedules and timelines.
13. Prepare comprehensive narrative and statistical reports.
14. Direct the maintenance of a variety of records related to assigned activities.
15. Analyze complex financial, statistical, and narrative data regarding instructional programs.
16. Supervise a diverse work force.
17. Facilitate conflict resolution.

Education and Experience:

1. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.
2. Master's degree related to the assignment.
3. Three years administrative or supervisory experience in an academic affairs or related area.

Working Conditions:

1. Typical office environment.

Date Approved: 9/06, 3/15/14, 2/25/15
Revised: 3/14 (SLO), 2/15 (salary range change from M34 to M38)
Salary Range: M-38
EEO-Category: 2B1 – Executive/Administrative/Managerial