

**San Jose/Evergreen Community College District
Academic Management Job Description**

Position: Vice President, Academic Affairs

Division: Academic Affairs

POSITION PURPOSE

Under policy direction, the Vice President, Academic Affairs plans, administers and directs academic programs and services for the Academic Affairs division at the assigned college; with Directors and Deans, develops and administers instructional and academic support programs; serves as an advisor to the college President and Board of Trustees on strategic matters related to instructional and academic concerns; provides leadership in the long-term planning of educational programs, ensuring quality of instruction and leading to degree completion or transfer; works collaboratively with the college's diverse stakeholders to develop and implement innovative approaches to enhance student learning and provide a student-centered learning environment; and performs other duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below exemplify the work of the classification and assigned duties may include work which is similar, related or a logical assignment to this class.

1. Plans, directs, and controls the activities, services, and operations of the Academic Affairs division; serves as a member of the President's Executive Leadership Team and provides leadership in formulating and executing college strategic plans, goals, objectives, policies and priorities to facilitate equitable student access and academic success consistent with the College's Education Master Plan and District's objectives.
2. Directs the development and implementation of the strategic direction of instructional programming and services, including planning and executing academic programs, support services, and student services to promote degree completion rates and improve transfer rates to four-year colleges and universities; identifies objectives and measurable outcomes; provides strong, dynamic academic and administrative leadership, fosters a supportive environment and encourages scholarship, teaching, and learning excellence.
3. Provides leadership in developing, implementing, and maintaining course curriculum and training programs for all the degree, certificate, and program offerings, including vocational programs, transfer, contract education, and dual enrollment/early college programs; ensures equitable access and support for students; participates in and leads strategic efforts to address issues related to student development, student success and student equity; develops and administers policies and activities, including program review to continuously improve instructional programming.
4. Plans, directs, and evaluates the work assignments and performance of division deans, faculty, management and staff; interviews and participates in selecting faculty, managers and employees; oversees performance review processes; trains, counsels, and disciplines employees according to established policies and procedures.
5. Coordinates and oversees the development and administration of the divisional budget; makes recommendations to meet the educational needs of students at the college; participates in the preparation and development of the overall college budget and resource allocations; develops and submits mid-year and annual budgets and reports to the District, State Chancellor's Office and other funding sources; ensures District compliance with mandated program and reporting initiatives, requirements and regulations.
6. Facilitates grant and external funding development and administration; identifies new funding sources and grant prospects; coordinates grant research and application in consultation with faculty, staff, administrators and grant-writing resources; initiates and administers innovation and

entrepreneurship initiatives with stakeholders in promoting access to college degree and career technical education programs; cultivates relationships with philanthropic resources and regional stakeholders.

7. Establishes and maintains articulation of courses with local high schools and other higher-education institutions to meet transfer requirements to four-year universities and colleges; oversees the maintenance of agreements with universities and four-year colleges.
8. With the President and other administrators, directs and implements initiatives to maintain the college's accreditation, including accreditation of specialized college programs; initiates research to evaluate the educational needs of the community served and utilizes results to produce instructional programs in response to industry, community and student body needs.
9. Provides leadership in the development of pathways and skills training programs to meet regional workforce needs; directs or conducts curriculum review, evaluation and planning to ensure the currency and relevance of college curricula in meeting student needs and program completion, degree and/or transfer requirements; directs assessment plans and program reviews to measure instructional courses for learning outcomes and adherence to accreditation standards.
10. Integrates the college's use of institutional research and data analysis to make informed institutional decisions including evaluating priorities, program review, enrollment management, and budgeting; assumes overall accountability for the success of divisional departments, ensuring standards are established and achieved; develops and monitors program performance metrics for student learning, enrollment, persistence, and completion and identifies program opportunities.
11. Ensures timely and accurate service program reporting in compliance with applicable federal, state, and local laws and regulations, accreditation requirements, grant authority, governing Board policies and procedures, District plans and collective bargaining agreements.
12. Represents the college in dealings with the District Office, elected officials, college management, faculty and staff, the media, other community colleges and educational institutions, and business and community groups in the absence of the President.
13. Analyzes proposed state and federal laws, regulations and court decisions for their impact on District practices and operations; recommends and implements policy and procedure changes consistent with requirements; works with other vice presidents and subordinate deans/directors to ensure compliance with all applicable federal, state and local laws, rules and regulations including the California Education code, Title V and Title IX.
14. Cultivates positive working relationships within the District and across the colleges to build confidence and satisfaction with workforce innovation services.
15. Leads and participates in participatory governance and collaborates with college and District committees, advisory groups, academic senate, classified leadership and other employee and student groups on a variety of institutional issues.
16. Attends Board meetings and District committee meetings; researches background information and prepares and presents agenda items and reports.
17. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Advanced knowledge of the principles and practices of public administration, including long-range goal setting and strategic planning, program development, implementation and evaluation, project management, procurement and public records management.
2. Applicable initiatives and programs to improve student equity, persistence and completion rates.

3. District and college mission, objectives, organization, operations and policies.
4. Advanced principles, practices, methods and techniques of program planning/evaluation, administrative and organizational analysis and management applicable to the educational instruction of students in a community college.
5. Current trends in curriculum development, methods of instruction and educational technologies.
6. Licensing and certification requirements for a variety of career/technical programs.
7. Research and analysis techniques.
8. Financial resource development and administration.
9. Federal, state and other applicable laws and regulations and District policies and procedures governing enrollment services, including applicable sections of the California Education Code, Title 5, Family Educational Rights and Privacy Act (FERPA).
10. Accreditation standards of the Accrediting Commission for Community and Junior Colleges and other applicable accreditation organizations.
11. Theories and techniques of negotiation, mediation and conflict resolution.
12. Principles and practices of effective large-organization management and supervision.
13. Budget preparation, control, funding and regulations regarding use of funds.
14. Principles and practices of organizational improvement and culture change.
15. Board Policies, Administrative Regulations, Human Resources procedures and collective bargaining agreements.

Skills and Abilities to:

1. Plan, organize, control and direct Academic Affairs's division program and services.
2. Work collaboratively with the President, other administrators, employees and the community to support the District's mission and the Strategic Plan's goals, objectives, and priorities.
3. Provide complex strategic analysis, advice and policy support and develop solutions to complex College issues.
4. Administer and negotiate a variety of partnership agreements.
5. Interpret and ensure compliance with various state and federal laws, codes, rules and regulations including the California Education Code, Family Educational Rights/Privacy Act, and the Americans with Disabilities Act.
6. Represent the College effectively to outside organizations and individuals and identify and respond to sensitive community and organizational issues, concerns, and needs.
7. Delegate authority and responsibility and ensure accountability.
8. Recommend and administer instructional policies, procedures, and mandates.
9. Analyze complex financial, statistical, and narrative data regarding instructional programs.
10. Ensure compliance requirements are met and the interests of the college and its students are protected.
11. Develop systems and procedures to conduct program reviews and assess student learning outcomes.
12. Prepare budgets, provide administrative oversight and financial management, including effective utilization of staff and resources, and perform operational and mandated reporting including those related to grants.

13. Prepare and present clear, concise and comprehensive correspondence, reports, studies and other written materials.
14. Apply objective and fair assessments in decision making and personnel matters.
15. Select, motivate and evaluate managers, faculty and staff and provide for their training and professional development.
16. Develop and implement appropriate procedures and internal controls.
17. Operate a computer, standard business software and applications

Education and Experience:

1. Master's degree related to the assignment.
2. Three years of administrative or supervisory experience as an academic administrator or in a faculty leadership role or in a related area.
3. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socio-economic, gender identity, sexual orientation, 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.

Desired Qualifications:

1. Experience as an academic administrator or in a faculty leadership role, including programming that incorporates cultural proficiency, equity, access and student success, preferably in a California community college.
2. A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program or the ability to travel to other District campuses and locations.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, subject to frequent interruption and intermittent exposure to individuals acting in a disagreeable fashion. The employee may be required to travel to locations other than assigned work site, and occasional evenings, holiday and/or weekend work may be required.

Physical Demands:

While performing the duties of this class, the employee is primarily in a stationary position and is required to move about the office to access office machinery, files, etc.; perform constant operation of a computer and other communication and office equipment; observe details at close range; and move or lift up to 10 pounds.

Mental Demands:

While performing the duties of this class, the employee is regularly required to accurately communicate information and other ideas so that others will understand using written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work independently and under intensive deadlines; and interact with District managers, staff, the public and others encountered in the course of work.

Board Approved: 12/9/2025

Salary Range: M-38

EEO Category: 2B1- Executive/Administrative/Managerial