

Desert Community College District

VICE PRESIDENT, INSTRUCTION

Basic Function

Under the direction of the Superintendent/President, serves as the Chief Instructional Officer of the District and is responsible for educational policy, academic programs and related services, for accreditation processes, advancement of student success and learning, instructional personnel decisions, budget development, enrollment management, fiscal accountability, program and curriculum development, educational centers (extended campus), and the promotion and improvement of teaching and learning.

Essential Duties and Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Leads, plans, organizes, directs, supervises, and evaluates the activities of the instructional programs and services for the District; plans, organizes, develops, and evaluates the programs, services, curriculum and activities within assigned areas; and acts in and ensures compliance with District policies and procedures, applicable federal and state laws, codes, and regulations.
2. Provides leadership and support for development of instructional programs and processes, innovative student learning, student support, and related support services to meet the needs of underprepared students and in support of student success; collaborates with student services in matters related to the coordination of instructional programs and student services. Foster an

environment which encourage innovation, quality instruction and learning excellence.

3. Provides leadership in accreditation and self-evaluation as the Accreditation Liaison Officer; collaboratively provides leadership in strategic and educational planning, program review processes, enrollment management strategies, initiatives, and efficiencies, college-wide efforts to implement the Guided Pathways framework and the advancement of distance learning; participates in the planning of new facilities for the purpose of instruction.
4. Provides leadership for the continuing development and assessment of Student Learning Outcomes to meet the educational needs of students.
5. Plans and directs studies for program development and program effectiveness.
6. Promotes instructional and student success, advancement of student success, expansion of student learning outcomes, and effective integration of technology into the learning process and the initiation of supplemental learning.
7. Provides coordination for preparation and development of class schedules, college catalog, and other necessary publications.
8. Assists in identifying resources for development through grants and special projects; coordinates and assist in preparation of project applications for special funding to support student success programs and services; promotes economic and resource development in support of workforce development and Career Technical Education (CTE) programs and services.
9. Directs and implements sound fiscal planning; supervises the preparation, submission, and implementation of budget for areas of responsibility; monitors accountability performance reports.

10. Represents the District to national, state, and local agencies and at various councils, committees, and task forces, as appropriate; participates actively in and supports shared governance components and activities.
11. Establishes and maintains effective working relationships with students, staff, faculty, and administrations, community groups, educational entities, business, industry, government and legislative bodies to develop partnerships which result in improved service to the community and students.
12. Supervises, evaluates, assigns, disciplines, and directs the work of assigned personnel; provides orientation, training, and professional development of administrative, faculty, and staff personnel in areas of responsibility.
13. Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files. Prepares and present Board reports.
14. Perform other duties as assigned.

Minimum Qualifications

- Master's degree from an accredited institution in a subject discipline taught at the college or in a service area offered by the District; and
- Three (3) years of leadership experience in the supervision or coordination of multiple academic departments or programs is required;

Desirable Qualifications

- At least three (3) years of teaching experience at the post-secondary level
- Possession of an earned doctorate degree
- Experience in negotiations with employee organizations

- At least three (3) years of formal training, internship, or leadership experience reasonably related to the administrative assignment

Required Proficiencies

Knowledge, experience and abilities to perform the above listed responsibilities and functions in an efficient, effective, harmonious manner.

Knowledge and Abilities

Knowledge of:

1. The Community College role in higher education, including the mission of the California Community Colleges.
2. Community College instructional program principles, practices, and procedures.
3. Adult learning theories and learning styles including multiple methods of instruction, new technologies in the learning process, and understanding of current and emerging instructional delivery methods.
4. Curriculum development, course articulation, and student matriculation.
5. Budget preparation and control.
6. Methods of respectful and sensitive communication with diverse constituencies.
7. Strategic planning and program development.
8. Participatory approaches to governance.
9. Principles and practices of administration, supervision, and training.
10. Methods and techniques of research, analysis, and decision-making.
11. Principles and procedures of statistical record keeping and report preparation.
12. District organization, operations, policies and objectives.
13. State reporting system and procedure and applicable laws, codes,

regulations, policies and procedures.

Ability to:

1. Exercise group leadership skills that emphasize collaboration, consensus building, conflict resolution, and problem solving.
2. Develop and evaluate comprehensive plans to meet current and future needs of assigned areas.
3. Maintain 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; maintain current knowledge of program rules, regulations, policies and procedures, requirements, and restrictions.
4. Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students.
5. Foster an integrated process for planning, budgeting, and analysis.
6. In a strategic, meaningful, and effective manner, infuses cultural competencies into all aspects of the organization.
7. Work effectively and cooperatively with diverse populations within a participatory governance environment, and at all levels of the institution.
8. Communicate effectively both orally and in writing (tact, patience, courtesy)
9. Demonstrate commitment to the continued improvement of teaching and learning.
10. Problem solve and make strategic and effective decisions in a timely, fair, and equitable manner.
11. Use advanced strategies/efficiencies of enrollment management in schedule planning.

12. Manage District resources ethically, responsibly, and consistent with District mission and objectives.
13. Plan and organize work; meet schedules and timelines.
14. Foster consensus building and team approach to management.

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

Leadership XV

Approved: November 2018

Revised: April 22, 2022