

TITLE: VICE PRESIDENT, ACADEMIC AFFAIRS
CLASSIFICATION: EXECUTIVE LEVEL - EDUCATIONAL ADMINISTRATOR
SALARY RANGE: \$150,839 – \$185,545/Annual

SCOPE OF DUTIES

The Vice President for Academic Affairs reports directly to the Superintendent/President, provides District-wide leadership, supervision and oversight for Academic Affairs including accreditation, policy development, strategic planning, and curriculum and service development for the District's instructional programs and services; oversees the development of higher education centers and the operations of instructional programs and designated faculty and staff; may serve as the President's designee of the District in the absence of the Superintendent/President; supervises and evaluates the performance of assigned staff. The Vice President for Academic Affairs is the chief academic officer for the District.

DISTINGUISHING CHARACTERISTIC

Is a committed, dynamic educational leader who embraces culturally responsive instruction, inclusive participation, and ensures all students are achieving success. This leader is committed to strong andrological practices, academic excellence, and collaborative cultures

KEY DUTIES AND RESPONSIBILITIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Provide leadership in enrollment planning, educational planning activities, program and course development functions, curriculum and information, and schedule development to meet District and student needs to enhance the educational effectiveness of instructional subject areas; direct the development and implementation of instructional programs, services, plans, strategies, processes, projects, courses, goals and objectives.
2. Champion values of equity and excellence.
3. Provide leadership for collaboration with local K-12 institutions and community/industry partners.
4. Perform and oversee special projects and duties as requested by the Superintendent/President; serve as potential on-site "in-charge" administrator during the President's absence.
5. Encourage program innovation and renewal in response to changing community, student, and workforce needs and conditions.
6. Establish goals and objectives for the instructional division that are consistent with the college mission.
7. Lead the development and implementation of learning outcomes and assessment in accordance with accreditation standards.
8. Provide leadership in developing and implementing enrollment management processes, class schedules, catalog development and related instructional facilities for the college.
9. Develop annual budget recommendations according to established procedures; allocate, monitor, and control assigned program budgets and expenditures.
10. Foster an inclusive learning environment through equity-minded teaching and learning.
11. Implement the Educational Master Plan; oversee the preparation of annual plans for the major units within Academic Affairs and evaluate the attainment of goals.

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT
Vice President for Academic Affairs - *Continued*

12. Provide equity-minded leadership in the development of institutional research projects related to instruction and student learning.
13. Serve as the college's liaison to the California Community College Chancellor's Office (CCCCO).
14. Chair or co-chair various college committees and councils; represent the college in the community; serve as needed on statewide committees and in professional organizations.
15. Provide leadership and direction for collective bargaining and contract administration activities; may serve on the District's negotiating team with faculty unions; maintain confidentiality regarding issues related to negotiations and collective bargaining matters; ensure compliance with labor union contracts; and address faculty grievances.
16. Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions according to established procedures.

MINIMUM QUALIFICATIONS

Master's Degree and one year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

Have an equity-minded focus, responsiveness, and sensitivity, to and understanding of, the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, and successfully foster and support an inclusive educational and working environment.

DESIRED QUALIFICATIONS

Earned doctorate from an accredited institution is desirable.

Three (3) years progressively responsible administrative experience including leadership and senior management experience.

The successful applicant will have a demonstrated and progressive track record in the administration of instructional programs in higher education. This background should be evidenced by recent and proven experience, knowledge, and abilities in:

1. Leadership in developing, implementing, supervising and evaluating a broad range of instructional programs at an institution of higher education.
2. Experience working in a community college environment with education centers/extended sites and collegial consultation.
3. A proven track record of meeting the needs of culturally, ethnically, and economically diverse, faculty, students and staff.
4. Leading through a lens of equity and race consciousness.
5. Leadership in developing, implementing, supervising and evaluating a broad range of instructional programs at an institution of higher education.
6. Leadership in developing and implementing enrollment management processes, class schedules and catalog development.
7. Developing and administering instructional program budgets, including external grant funding.

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT
Vice President for Academic Affairs - *Continued*

8. Applying local, state and federal regulations to college instructional programs, including accreditation.
9. Working with college participatory governance groups in a collective bargaining environment.
10. Developing partnerships with business, industry, education and the community, and seeking alternate funding resources appropriate for a dynamic college.
11. Ability to demonstrate understanding of and/or experience in the global marketplace, specifically the U.S./Mexico and Pacific Rim regions.
12. Supervising, mentoring and evaluating instructional faculty, classified professionals and administrators.
13. Understanding and commitment to culturally responsive or equity-minded teaching.

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.

1. Indoor office work environment
2. Driving to various locations inside and outside of the district.

Revised: September, 2018
Southwestern Community College District