

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

TITLE: ASSISTANT SUPERINTENDENT/VICE PRESIDENT, ACADEMIC AFFAIRS

DISTRICT VALUES

Incumbents in District positions are expected to exhibit an equity-minded focus, responsiveness, and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, gender identity, sexual orientation, and ethnic backgrounds of community college students, and employees, including those with physical or learning disabilities, and successfully foster and support an inclusive educational and employment environment.

SCOPE OF DUTIES

The Assistant Superintendent/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 instructional development and implementation of courses and programs-working with the Higher Education Center Deans 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 Assistant Superintendent/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 diversity, equity, inclusion and anti-racism practices, academic excellence, and collaborative cultures

KEY DUTIES AND RESPONSIBILITIES

The following duties are typical for this classification. Incumbents may not perform all 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, inclusion, and excellence.
3. Works collaboratively/collegially with the college's Executive Leadership Team.
4. Provide leadership for collaboration with local K-12 institutions and community/industry partners.
5. 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.
6. Encourage program innovation and renewal in response to changing community, student, and workforce needs and conditions.
7. Establish goals and objectives for the instructional division that are consistent with the college mission.
8. Lead the development and implementation of learning outcomes and assessment in accordance with accreditation standards.
9. Provide leadership in developing and implementing enrollment management processes, class

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schedules, catalog development and related instructional facilities for the college.

10. Develop annual budget recommendations according to established procedures; allocate, monitor, and control assigned program budgets and expenditures.
11. Foster an inclusive learning environment through equity-minded teaching and learning.
12. Work collaboratively to implement the Educational Master Plan; oversee the preparation of annual plans for the major units within Academic Affairs and evaluate the attainment of goals.
13. Provide equity-minded leadership in the development of institutional research projects related to instruction and student learning.
14. Serve as the college's academic liaison to the California Community College Chancellor's Office (CCCCO).
15. 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.
16. 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.
17. 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 (1) 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.

Work collaboratively as a member of the District's Executive Leadership Team.

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,

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faculty, students, and staff.

4. Leading through a lens of equity, inclusion, 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.
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 United States/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.
14. Contribute to the development of policies and procedures that encourage diverse faculty representation and hiring.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

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

Revised: September 2018
Southwestern Community College District

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Southwestern Community College District