



PALO VERDE COMMUNITY COLLEGE DISTRICT

Assistant Superintendent/Vice President of Instruction and Student Services

NATURE OF THE POSITION

Under the supervision of the Superintendent/President, the Assistant Superintendent/Vice President of Instruction and Student Services (AS/VPI-SS) serves as the Chief Academic Officer and Chief Student Services Officer of the District. The AS/VPI-SS represents the Superintendent/President in his or her absence, and has broad and comprehensive institutional responsibilities including, but are not limited to, institutional strategic planning, direction and growth of academic and student affairs programs, development of institutional policy, fiscal management of academic and student services enterprises, and advocacy for the rights and responsibilities of faculty, staff, and students. The AS/VPI-SS is expected to provide academic and administrative leadership to achieve a high standard of institutional excellence, to foster collaboration with faculty, staff, students, and external constituencies, and to promote student success and institution-wide continuous quality improvement. Incumbent serves on the Superintendent/President's Cabinet and other committees as assigned.

DUTIES AND RESPONSIBILITIES

1. Serves as a member of the Superintendent/President's executive cabinet and management team and serves as the Chief Academic and Student Services Officer of the District.
2. Acts on behalf of the Superintendent/President and assumes responsibility for the District in his or her absence, or when called upon to do so.
3. Represents the District at community activities by actively participating in community organizations and events to enhance the District's image in the community.
4. Provides leadership to strengthen articulation and collaboration with other educational institutions, including K-12 and other higher education institutions, as well as public agencies, business, and industry.
5. Provides leadership and support in the development and implementation of District-wide marketing strategies.
6. Participates in professional organizations to enhance own professional development as well as the District's local, state, regional, national, and international profile.
7. Fosters and supports innovation and continuous quality improvement with a focus on data-driven decision-making throughout the organization.
8. Provides leadership and support in developing and implementing the District's long-term vision and plans and works collaboratively with all constituencies to further the institutional mission, vision, and values, and to resolve any conflicts that might arise.
9. Supports and furthers the District's commitment to diversity, equity, inclusion, and accessibility (DEIA) and to closing achievement gaps.

10. Provides leadership in the recruitment, selection, hiring, retention, training, evaluation, and discipline of District personnel to adequately support the operations of the District.
11. Ensures the development and implementation of appropriate professional development opportunities for District personnel.
12. Ensures institutional compliance with the regional accrediting agency as well as other specialized accrediting bodies.
13. Develops and implements conscientious budgets and ensures fiscal responsibility.
14. Maintains currency with trends in the field of education and provides leadership to keep the District on the forefront of best practices in the industry.
15. Provides leadership and direction in all areas of responsibility, as well as institutional compliance with District policies, state and federal laws, rules, and regulations.
16. Serves as chair or member of committees as needed.
17. Leads, plans, organizes, controls, and directs the District's Instruction and Student Services operations, activities, and programs; develops, coordinates, oversees, and evaluates the programs, personnel, operations, and activities of division departments, including program planning, analysis, and review; ensures compliance with Education Code, state and federal regulations, accreditation standards, District policies, and various contractual agreements.
18. Acts as the college's liaison officer for accreditation and works with the Superintendent/President to ensure accreditation standards are maintained.
19. Coordinates and directs operations, communications, personnel, and resources to enhance understanding of educational practices, instructional material, guidelines, requirements, curriculum standards, and instructional strategies.
20. Directs the recruitment, selection, and development of district personnel within the division; evaluates personnel in accordance with applicable policies and procedures; plans and projects division staffing requirements; provides staffing recommendations in compliance with Equal Employment Opportunity principles and guidelines.
21. Trains, supervises, and evaluates the performance of assigned personnel; interviews and selects employees and recommends transfers, reassignment, disciplinary actions, and terminations; coordinates subordinate work assignments and reviews work to ensure compliance with established standards, requirements, and procedures; ensures employee understanding of established requirements.
22. Directs the development and implementation of division activities, programs, plans, projects, standards, services, strategies, goals, and objectives including activities to enhance student learning and achievement of educational effectiveness; directs the development and implementation of class schedules and faculty assignments in accordance with program and student needs.
23. Collaborates with a variety of stakeholders and leverages resources for division operations and services; collaborates with faculty organizations on matters relating to instructional programs; promotes the inclusion of students in the collegial governance process.
24. Ensures division courses, curriculum, and programs comply with applicable laws, federal, state, and local requirements, District rules and regulations, Education Code, and collective bargaining agreements; reviews, monitors and participates in defining regional, statewide, and national issues concerning community colleges.
25. Provides leadership and develops, implements, and evaluates articulation activities with secondary schools and matriculation activities within the College; identifies and implements appropriate strategies for recruitment, admission, placement, advisement, and retention of students; develops, implements, directs, and evaluates student activities, programs, and services, including community outreach, special student events, student

- government, graduation, athletics program management, orientation programs, needs assessments, and related services in support of student college life.
26. Monitors and analyzes division operations and services for educational and financial effectiveness and operational efficiency and directs the development and implementation of standards, policies, and procedures; receives and responds to administrative, personnel, and public input concerning instructional needs.
 27. Plans, organizes, controls, and directs operations and activities involved in the acquisition, circulation, maintenance, and distribution of textbooks, educational material, and relevant technologies; coordinates related purchasing activities and ensures instructional materials are aligned with established curriculum standards.
 28. Directs public relations, strategic communications, marketing, and awareness activities to enhance community understanding of District objectives, services, and activities; coordinates and directs the research, organization, composition, and design of press releases for distribution to the local news media, website, and community publication.
 29. Coordinates the establishment of division advisory committees; establishes and maintains liaisons with business and community representatives as participants in the planning, development, and modification of division curriculum and programs.
 30. Plans, develops, and implements training sessions and other professional development activities to enhance the delivery of Instructional and Student Services.
 31. Maintains current knowledge of emerging services, methodologies, and technologies relevant to Instructional and Student Services responsibilities.
 32. Develops and prepares the annual preliminary budget for the division; analyzes and reviews budgetary and financial data; supervises the preparation and submission of division budget; controls and authorizes expenditures in accordance with established limitations; develops and implements externally funded initiatives; plans resource allocations for facilities, equipment and technologies that support instructional programs in the division.
 33. Directs and participates in the preparation and maintenance of a variety of reports, records, and files related to division services, goals, plans, projects, personnel development, grants, budgets, contracts, financial activity, and assigned duties.
 34. Communicates with administrators, personnel, and outside organizations to exchange information, coordinate activities and programs, and resolve issues or concerns.
 35. Attends and conducts a variety of meetings; serves on management councils and other District committees; prepares and delivers oral presentations concerning division services, operations, and activities.
 36. Performs other duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

1. Planning, organization, and direction of operations and activities related to instructional services, curriculum development, and student services.
2. Curriculum standards, interpretation, and application in College instructional programs.
3. Local, state, and federal standards and requirements governing instructional and student services.
4. Public relations practices, procedures, techniques, and terminology.
5. Principles, practices, and procedures involved in the development and implementation of instructional activities, programs, plans, projects, standards, projects, services, goals, and strategies.

6. Instructional techniques and strategies related to District activities and programs.
7. District programs, divisions, operations, policies, and objectives.
8. Budget preparation and control.
9. Oral and written communication skills.
10. Principles and practices of administration, supervision, and training.
11. Applicable laws, codes, regulations, policies, and procedures.
12. Interpersonal skills using tact, patience, and courtesy.
13. Public speaking techniques.
14. Knowledge of applicable computer operation, assigned software, and data entry devices.

ABILITY TO:

1. Plan, formulate, organize, and direct District operations and activities related to instructional services, curriculum development, and student services.
2. Coordinate and direct communications, resources, and personnel to ensure smooth and efficient division activities and enhance student learning and achievement and educational effectiveness.
3. Supervise and evaluate the performance of assigned personnel.
4. Direct the development and implementation of Division activities, programs, plans, projects, standards, projects, services, strategies, goals, and objectives.
5. Plan, coordinate, and direct operations, personnel, and resources to enhance faculty and administrative understanding of educational practices, instructional strategies, curriculum standards, and support services.
6. Support a climate that promotes innovation and improved service to students and the community; cooperates with area staff, faculty, and other managers to develop processes that are student friendly and supportive of student success. Monitor, analyze, and modify standards, policies, and procedures to enhance the educational and financial effectiveness and operational efficiency of the division.
7. Communicate effectively both orally and in writing.
8. Interpret, apply, and explain rules, regulations, policies, and procedures.
9. Establish and maintain cooperative and effective working relationships with others.
10. Operate a computer and assigned office equipment.
11. Analyze situations accurately and adopt an effective course of action.
12. Meet schedules and time lines.
13. Work independently with little direction.
14. Plan and organize work.
15. Prepare comprehensive narrative and statistical reports.
16. Direct the maintenance of a variety of reports, records, and files related to assigned activities.

MINIMUM QUALIFICATIONS

1. Master's Degree in a related field from an accredited college or university.
2. Five years senior administrative leadership experience in an accredited institution of higher education.
3. Five years increasingly responsible experience in Instruction and/or Student Services functions as enumerated in this job description.
4. Demonstrated ability to effectively manage a complex academic institution including strategic planning, policy development, budgeting, and personnel administration.

5. Exemplary written, oral, and personal communication skills.
6. Demonstrated commitment to collegial, consultative, participatory governance.
7. Demonstrated sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students and employees.

PREFERRED QUALIFICATIONS

1. Doctorate in a related field from an accredited college or university.
2. Demonstrated successful experience with regional accreditation compliance.
3. Demonstrated successful experience with student learning outcomes, program review, and institutional set standards for regional accreditation compliance.
4. Experience with collective bargaining in an educational environment.
5. Experience in the California Community College system.
6. Experience with non-traditional methods of instruction including online and correspondence education.
7. Experience in the development, assessment, and recording of course, program, and institutional learning outcomes and institutional set standards for regional accreditation compliance.
8. Experience in building and developing Instruction and Student Services programs within a system of collegial governance.

LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS

1. Valid Driver's License.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

1. The physical demands and work environment are typical of an administrative job in an office environment.
2. The incumbent must be able to perform the essential functions of the job, with or without a reasonable accommodation.

CLASSIFICATION/SALARY

1. This is an Educational Administrator position.
2. Row 16 of the College's Administrator/Management/Confidential salary schedule with placement appropriate to experience.
3. The college offers an attractive package of fringe benefits including medical, prescription, dental, vision and life insurance.

PALO VERDE COMMUNITY COLLEGE DISTRICT

Pursuant to Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and amendments and other laws, orders, and regulations governing discrimination, the Palo Verde Community College District is an equal opportunity employer. The policy of the District is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of ethnicity or race, color, sex, age, religion, marital status, disability, gender identity, sexual orientation, national origin, medical conditions, status as a Vietnam-era veteran, ancestry, or political or organizational affiliation.