



PALO VERDE COMMUNITY COLLEGE DISTRICT

VICE PRESIDENT OF INSTRUCTION AND STUDENT SERVICES

NATURE OF THE POSITION

Under the supervision of the Superintendent/President, lead, plan, organize, control and direct the operations, activities and programs related to instruction and student services division; manage, coordinate and evaluate the services offered, faculty, Department personnel and facilities; coordinate and direct communications, resources and personnel to ensure smooth and efficient Department activities and enhance student learning and achievement and educational effectiveness; train, supervise and evaluate the performance of assigned personnel. Incumbent serves on President's Cabinet and other committees as assigned.

DUTIES AND RESPONSIBILITIES

1. Lead, plan, organize, control and direct the District's Instruction and Student Services operations, activities and programs; develop, coordinate, oversee and evaluate the programs, personnel, operations and activities of Department divisions, including program planning, analysis and review; ensure compliance with Education Code, State and federal regulations, accreditation standards, District policies and various contractual agreements between the District and recognized bargaining units.
2. Coordinate and direct operations, communications, personnel and resources to enhance Faculty and administrative understanding of educational practices, instructional material guidelines and requirements, curriculum standards and instructional strategies; direct the recruitment, selection and development of classified and academic personnel within the division; evaluate personnel in accordance with applicable policies and procedures; plan and project division staffing requirements; provide staffing recommendations in compliance with Equal Employment Opportunity principles and guidelines.
3. Train, supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to ensure compliance with established standards, requirements and procedures; ensure employee understanding of established requirements.
4. Direct the development and implementation of Department activities, programs, plans, projects, standards, projects, services, strategies, goals and objectives including activities to enhance student learning and achievement of educational effectiveness; direct the development and implementation of class schedules and faculty assignments in accordance with program and student needs.
5. Provide consultation and broker services and leverage resources to administrators, personnel, outside agencies, governmental organizations and the public related to

Department operations and services, curriculum standards, goals, objectives, laws, codes, regulations, policies and procedures; collaborate with faculty organizations on matters relating to instructional programs; promote the inclusion of students in the shared decision-making process.

6. Ensure division courses, curriculum and programs comply with applicable laws, federal, State and local requirements, District rules and regulations, Education Code and collective bargaining agreements; review, monitor and participate in defining regional, Statewide and national issues concerning community colleges.
7. Develop, implement and evaluate articulation activities with secondary schools and matriculation activities within the College; identify and implement appropriate strategies for recruitment, admission, assessment, advisement and retention of students; develop, implement, direct and evaluate student activities, programs and services, including community outreach, special student events, student government, graduation, student health program management, orientation programs, needs assessments and related services in support of student college life.
8. Monitor and analyze Department operations and services for educational and financial effectiveness and operational efficiency and direct the development and implementation of standards, policies and procedures; receive and respond to administrative, personnel and public input concerning instructional needs.
9. Plan, organize, control and direct operations and activities involved in the acquisition, circulation, maintenance and distribution of books, educational material and audio-visual equipment; coordinate related purchasing activities and ensure instructional materials are aligned with established curriculum standards.
10. Direct public relations, strategic communications, marketing and awareness activities to enhance community understanding of County Office objectives, services and activities; coordinate and direct the research, organization, composition and design of press releases for distribution to the local news media and website and community publication.
11. Coordinate the establishment of division advisory committees; establish and maintain liaisons with business and community representatives as participants in the planning, development and modification of division curriculum and programs.
12. Coordinate and direct operations and activities involved in the development and implementation of professional development activities to enhance County Office instructional services; plan, develop and implement training sessions, in-services and other professional development activities.
13. Maintain current knowledge of emerging services, methodologies and technologies relevant to Instructional and Student Services responsibilities.
14. Develop and prepare the annual preliminary budget for the Department; analyze and review budgetary and financial data; supervise the preparation and submission of division budget; control and authorize expenditures in accordance with established limitations; develop and implement externally funded initiatives; plan resource allocations for facilities, equipment and technologies that support instructional programs in the division.
15. Direct and participate in the preparation and maintenance of a variety of reports, records and files related to Department services, goals, plans, projects, personnel development, grants, budgets, contracts, financial activity, personnel and assigned duties.
16. Communicate with administrators, personnel and outside organizations to exchange information, coordinate activities and programs and resolve issues or concerns.

17. Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.
18. Attend and conduct a variety of meetings as assigned; serve on management councils and other College and District committees; prepare and deliver oral presentations concerning Department services, operations and activities.
19. Perform other duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

1. Planning, organization and direction of Palo Verde College District 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 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 PVC District activities and programs.
7. PVC 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. Operation of a computer and assigned software.
14. Public speaking techniques.
15. Knowledge of applicable computer operation, assigned software and data entry devices.

ABILITY TO:

1. Plan, organize, control 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 Department 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 Department 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 and curriculum standards.
6. Provide consultation, broker services and leverage resources related to Department operations and related services.
7. Monitor, analyze and modify standards, policies and procedures to enhance the educational and financial effectiveness and operational efficiency of the Department.

8. Communicate effectively both orally and in writing.
9. Interpret, apply and explain rules, regulations, policies and procedures.
10. Establish and maintain cooperative and effective working relationships with others.
11. Operate a computer and assigned office equipment.
12. Analyze situations accurately and adopt an effective course of action.
13. Meet schedules and time lines.
14. Work independently with little direction.
15. Plan and organize work.
16. Prepare comprehensive narrative and statistical reports.
17. 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. Three years' experience working with instructional and/or student programs and services including one year in an administrative capacity.
3. Sensitivity to and understanding of the diverse academic, socio-economic, ethnic, religious and cultural backgrounds, disabilities and sexual orientation of students, faculty, administrators and personnel.

LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS

1. Valid California Class C driver's license.

PREFERRED QUALIFICATIONS

1. Earned doctorate from a regionally accredited institution.
2. Experience in the California Community College system.
3. A background in the development, assessment, and recording of course, program and institutional Student Learning Outcomes.

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 15 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.