BASIC FUNCTION:

The Executive Vice President-Educational Programs reports directly to the Superintendent/President and is responsible for all aspects of teaching, learning, and student support services for the institution. The Executive Vice President works collaboratively with the other members of the President’s Cabinet to support and foster educational innovation, programmatic excellence, and institutional commitment to student success. The Executive Vice President has responsibility for the overall design, organization, delivery, supervision, fiscal management, and evaluation of academic programs and student support services and associated planning to advance the mission of the college and improve student success and institutional effectiveness.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct Educational Programs, operations, and activities including District-wide instructional and student services support divisions, departments, programs, services and activities; provide College-wide leadership, vision and oversight for academic and student support programs and priorities, policy development, and strategic planning; promote teaching and learning as the core function of the institution.

Ensures educational programs and breadth of student support services effectively meet the educational needs of students. Serves as the college’s chief instructional and chief student services officer.

Provide leadership and vision to strengthen existing and implement new career technical and transfer programs leading to degrees and certificates; basic skills curricula; noncredit career development and college preparation programs; and the community service lifelong learning program.

Coordinate and direct courses, curriculum, student support services and programs, fiscal functions, meetings, communications, information, resources and personnel to meet student needs and enhance the educational effectiveness of the College; direct the development and implementation of instructional and student support programs and services; plans strategies, processes, systems, projects, courses, goals, events and objectives; establish, develop, implement and schedule classes and other instructional and student support program and service activities.

Provide leadership, mentoring, appropriate delegation, and professional development to the Deans and department chairs. Support and foster professional growth and development of faculty. Supervise and evaluate the performance of assigned administrators and personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements, and procedures; assure employee
understanding of established requirements. Oversee and participate in (as appropriate) the recruitment, selection, and development of classified and academic personnel.

Provide guidance to and receive input from faculty organizations on matters relating to the instructional and student service programs; promote the inclusion of students in the participatory governance process.

Direct and assist subordinate administrators in the identification, analysis, design and implementation of program, curriculum, and policy initiatives; coordinate instructional and student support programs and activities to assure compliance with established curriculum standards and requirements which will enhance teaching, learning, and student success; direct and participate in developing and maintaining curriculum standards, enhancing enrollment and meeting the educational needs and goals of students. Support and foster innovation within the educational and student support programs.

Coordinate instructional and student support programs, services, communications, activities, projects, curriculum development, and information between administrators, faculty, personnel, community resources, outside organizations, students, the public and various local, State and federal agencies; assure proper and timely resolution of Educational Programs and related student, staff, faculty, administrative, program and service issues, complaints, problems and conflicts.

Direct staff development functions to assure faculty understanding of curriculum standards and requirements, instructional, and student development strategies and related materials; coordinate and direct the development, implementation, and conducting of training sessions to facilitate and enhance faculty and student support staff understanding of related principles, standards, guidelines, requirements, practices, procedures, and techniques.

Implement assessment, evaluation, and planning processes (i.e., program review, learning outcomes, Educational Master Plan strategic directions and goals) for the institution’s academic and student support programs. Provide leadership in the convening, charge, and work of campus committees and task forces related to educational and student support programs.

Coordinate, attend, conduct, and chair various meetings, committees, councils, teams, conferences, and special events as assigned; prepare and deliver oral presentations concerning instructional and student support operations, activities, programs, services, and courses; prepare agenda items as needed; attend and participate in collective bargaining sessions and negotiations as directed.

Develop and prepare the annual preliminary budget for Educational Programs; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; direct financial functions to assure fiscal accountability and solvency; evaluate enrollment data to determine appropriate spending priorities; direct and participate in researching, obtaining and maintaining grants and other funding sources; prepare related proposals and documents. Provide sound fiscal planning and oversight in the development and management of the instructional and student services budgets and assume overall responsibility.

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for effective resource allocations in support of the institution’s mission and Educational Master Plan. Provide leadership in the planning and implementation of categorically funded initiatives. Provide leadership in the planning and implementation of externally funded grant programs. Monitor and analyze instructional and student support operations and activities for educational and financial effectiveness and operational efficiency; direct the research, development and implementation of standards, programs, services, policies, systems, and procedures to meet student needs and enhance the educational and financial effectiveness and operational efficiency of instructional and student support operations and activities.

Research, compile and analyze student, enrollment, class, attendance, and other instructional information and data; direct and participate in the preparation and maintenance of a variety of records, reports and files related to programs, services, personnel, students, accountability, attendance, budgets, financial activity and assigned duties; assure mandated reports are submitted to appropriate local, State or federal agency according to established time lines.

Assure adequate resources and personnel to meet the instructional and student support needs of the College; direct the procurement and purchasing of needed supplies and equipment; initiate personnel transactions such as hiring activities as appropriate.

Direct consultation and advisement services concerning Educational Programs; advise and assure students, personnel, administrators, outside agencies, and the public are provided with technical, accurate and timely assistance and information concerning related programs, services, divisions, departments, courses, curriculum, schedules, time lines, standards, requirements, goals, objectives, services, time lines, processes, laws, codes, regulations, policies, and procedures.

Establish and maintain instructional and student support program and service time lines and priorities; assure related activities comply with established College, State and federal standards, requirements, laws, codes, rules, regulations, policies and procedures. Ensure compliance with all state and federal laws and regulations (including Education Code and Title 5 of the California Code of Regulations), accreditation standards, district policies, grant requirements, and collective bargaining agreements.

Plan and direct effective instructional programming including room utilization, instructor load, student enrollment, retention, and completion. Develop enrollment management strategies aligned with the goals of the institution.

Supervise the publication of the college’s schedule of classes, catalog, and instructional and student support services information content of the college website.

Maintain currency in educational and student support research and emerging trends and effective practices, and local, State and federal programs, laws, codes, regulations, and pending legislature related to instructional and student support program and service operations and activities; oversee the modification of programs, services, policies, and procedures to meet State and federal requirements as needed.

Establish and maintain productive liaisons with local high school districts, business and community representatives and organizations, and regional four-year institutions, as participants
in the planning, development, and modification of curriculum and programs. Communicate with administrators, personnel and outside organizations to exchange information, coordinate activities and programs and resolve issues or concerns.

Provide technical information and assistance to the Superintendent/President regarding instructional and student support divisions, departments, programs, services, activities, needs, and issues; assist in the formulation and development of policies, procedures, and programs; collaborate with other administrators in identifying classes appropriate for transferring to credit mode.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work; oversee and assure proper development, maintenance and modification of instructional and student support computer systems.

Serve as the acting President in the absence of the administrator as directed.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Mission, goals and purpose of the community college.
Planning, organization and direction of Educational Programs operations and activities including instructional and student support divisions, departments, programs, services, and activities.
Curriculum standards, requirements, interpretation, application, development, and implementation in instructional and student support divisions, departments, programs, and services.
Institutional research models and methodologies.
College, State and federal standards and requirements governing Educational Programs.
Legislation and educational trends pertinent to community college instructional and student support service philosophy and practice.
Instructional and student development techniques and strategies related to College programs and services.
Educational policy development and strategic planning in a college environment.
Principles, practices, procedures, and techniques involved in the development and implementation of curriculum standards, and instructional and student development and support programs, services, plans, strategies, processes, systems, projects, courses, goals, events, and objectives leading to student success.
Leadership principles and practices of administration, supervision, and training.
Participatory approaches to governance.
Foundational programs such as basic skills and English as a Second Language.
Policies and objectives of assigned programs and activities.
College District organization, operations, policies and objectives.
Sound fiscal planning in the development and management of the budget maximizing human, fiscal, and physical resources.
Ability to communicate effectively in writing and orally.
Public relations practices, procedures, techniques, and terminology.
Applicable State and federal laws, codes, regulations, policies, and procedures.
Methods of respectful and sensitive communication with individuals who are diverse in their cultures, language groups, and abilities.
Interpersonal skills using tact, patience, and courtesy.
Operation of a computer and assigned software.
Public speaking techniques.

ABILITY TO:
Plan, organize, control and direct Educational Programs operations and activities including District-wide instructional and student support divisions, departments, programs, and services.
Provide leadership of the highest ethics demonstrated by making principal-based decisions inspiring trust in others.
Provide leadership and vision to strengthen and implement new and existing career, occupational, and transfer programs leading to certificates and degrees.
Provide leadership and mentoring to academic administrators and faculty and staff leaders through activities supported by transparency and data
Exercise sound independent judgment.
Coordinate and direct courses, curriculum, fiscal functions, meetings, communications, information, resources and personnel to meet student needs and enhance the educational effectiveness of the College.
Supervise and evaluate the performance of assigned administrators and personnel.
Foster professional growth and development of subordinate administrators and staff.
Provide College-wide leadership, vision, and oversight for instructional and student support services and programs, policy development, and strategic planning.
Work as an executive team member dedicated to the collaborative goal of integrating instruction and student support services to create and maintain a supportive and effective teaching and learning environment.
Direct the innovation, development and implementation of instructional and student support programs, services, plans, strategies, processes, systems, projects, courses, goals, events, and objectives.
Assist subordinate administrators in the identification, analysis, design and implementation of program, curriculum, student development, and policy initiatives.
Direct and participate in developing and maintaining curriculum standards and best practices in student development, enhancing enrollment and meeting the educational needs and goals of students.
Assure proper and timely resolution of Educational Programs and related student, staff, faculty, administrative, program and service issues, complaints, problems, and conflicts.
Solve problems creatively and maintain the institution’s commitment to an inclusive process of problem solving.
Communicate effectively orally and in writing with a positive and professional demeanor, exemplifying one who is emotionally balanced, approachable, and receptive to suggestions and construction criticism.
Interpret, apply and explain rules, regulations, policies and procedures.
Create and maintain a high level of employee morale to achieve consensus while demonstrating an understanding of and sensitivity to the diverse academic, socioeconomic, ethnic, cultural,

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disability, sexual orientation, and religious backgrounds of community college students.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports, records, and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master’s degree and 1 year formal training, internship, or leadership experience reasonably related to the administrator’s administrative assignment. Preferred qualifications include five years working with college instructional programs and student support programs and services in an administrative and/or faculty leadership capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor work environment.
Driving a vehicle to conduct work.
Constant interruptions.

PHYSICAL DEMANDS:
Regular operation of a computer keyboard, calculator, and other normal office equipment.
Reading a variety of materials.
Able to remain in a stationary position (sitting or standing) for an extended period of time.
Mobility to traverse campus locations.
Hearing and speaking to exchange information and make presentations.
Communicating and expressing oneself clearly on a variety of topics in conversation with, and in presentations to administrators, staff, students, and members of the community.

Sensitivity to and understanding of the diverse academic, socio-economic, cultural, disability, and ethnic backgrounds of Community College students.