SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: CLASSIFIED

CLASS TITLE: VICE PRESIDENT- SCHOOL OF EXTENDED LEARNING

SALARY TABLE: 30 SALARY RANGE: 170

BASIC FUNCTION:

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES: Under the direction of the Executive Vice President for Educational Programs, the Vice President of the School of Extended Learning plans, organizes, administers, develops, and evaluates programs, projects, and activities of assigned academic departments and programs; provides leadership (and works collegially with) faculty and staff to offer high quality educational services for students; and supervises and evaluates the performance of assigned faculty, managers, classified staff, and student workers.

The School of Extended Learning of Santa Barbara City College houses programs in noncredit, fee-based, contract education, and off campus programs. The Vice President of the School of Extended Learning is responsible for integrating and implementing noncredit student support services and noncredit curriculum programs, including: Career Development/College Preparation (CDCP), English as a Second Language (ESL), Immigration Education (including citizenship), Elementary and Secondary Basic Skills (including supervised tutoring), Health and Safety, Courses for Adults with Substantial Disabilities, Parenting, Home Economics, Courses for Older Adults and Short-term Vocational, and Workforce Preparation. The emphasis for this position is to focus on noncredit programs of study leading to certificates and degrees, Career Pathway and college transition programs, basic skills instruction for development of college-level skills and major preparation. The Vice President is also responsible for administration of the Adult Education Block Grant and oversight of the college’s fee-based education.

OTHER DUTIES:

Desirable Qualifications:

- Knowledge of and commitment to the mission of the California Community Colleges.
- Knowledge of career technical education issues, trends and policies, particularly as they pertain to community colleges.
- Demonstrated ability to form strategic partnerships with community stakeholders.
- Demonstrated experience in noncredit curriculum development.
- Demonstrated understanding of issues in Adult Education.

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• Demonstrated understanding of California Community College funding, especially as it relates to Adult Education and Workforce Development.
• Demonstrated experience in the promotion and development of partnerships with industry, educational, and community organizations.
• Knowledge of and commitment to the issues related to basic skills, student success, and student equity.
• Ability to communicate needs of departments effectively to senior management.
• Understanding of enrollment management initiatives to optimize enrollment and student success.
• Possession of excellent interpersonal communication skills and experience in conflict mediation.
• Experience and demonstrated leadership in the following areas: strategies for promoting student learning, retention and achievement while maintaining academic standards; application of technology and alternative delivery systems to instruction; curriculum development and evaluation; and professional development of faculty and instructional staff.
• Demonstrated success in grant writing, acquisition of grants and donations, and managing grant-funded projects.
• Demonstrated knowledge of management approaches that encourage creativity and promote teaching excellence.
• Ability to work collaboratively with faculty and staff and to function effectively in a shared governance environment.
• Knowledge and appreciation of the disciplines for which this position is responsible.
• Ability to develop and manage budgets.
• Experience in working with community resources to generate support for college programs.
• Experience with applications of technology and alternative delivery systems to instruction.
• Ability to initiate and manage new instructional programs and projects.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

ABILITY TO:

EDUCATION AND EXPERIENCE:
Any combination equivalent to: master’s degree and one-year increasingly responsible experience working with instructional or student support programs.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license.

WORKING CONDITIONS:

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ENVIRONMENT:
Office environment.
Frequent interruptions.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Regular operation of a computer keyboard and other standard office equipment.
Reading a variety of materials.
Ability to remain in a stationary position (sitting or standing) for extended periods of time.
Communicating and expressing oneself clearly on a variety of topics in conversation with, and in presentations to, staff, students, Board and community members.
Hearing and speaking to exchange information.
Bending at the waist, kneeling, or crouching.
Mobility to reach various campus locations.
Reaching overhead, above the shoulders, and horizontally.
Lifting, carrying, pushing or pulling moderately heavy objects as assigned by the position.