

# San Diego Community College District

## CLASSIFICATION DESCRIPTION

**Title:** Vice President, Instructional Services

**Unit:** Management

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**Job Code:** C2060  
**Original Date:** 07/1989  
**Last Revision:** 04/2017  
**Staff Type:** Academic  
**FLSA status:** Exempt  
**Salary Range:** 20

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### DEFINITION

Under the general supervision of a President, plan, organize, administer, and evaluate curriculum, instructional programs, and learning resources for a college or continuing education program. Incumbents may act as chief administrative officer in the absence of the President, as assigned.

### EXAMPLE OF DUTIES

1. Plan, organize, administer, and evaluate the curriculum, instructional programs, and learning resources for a college or continuing education program.
2. Initiate and lead the work in institutional effectiveness assessment and program planning, review, and evaluation.
3. Establish goals and objectives for the instructional division that are consistent with the college or program mission.
4. Lead the development and implementation of student learning outcomes and assessment in accordance with accreditation standards.
5. Provide leadership in developing the enrollment growth plan and related instructional facilities.
6. Develop annual budget recommendations according to established procedures; allocate, monitor, and control assigned program budgets and expenditures.
7. Provide leadership for instructional faculty and staff; make staff assignments in accordance with established district policy; supervise the hiring process and evaluation of faculty and staff.
8. Supervise the planning and implementation of faculty and staff orientation and in-service training.
9. Communicate and interpret the mission and objectives of the instructional division and State regulations to students, faculty, and staff.
10. Communicate the mission and objectives of the college or continuing education program to the District's board of trustees and to various external constituent groups.
11. Serve as a member of district, site, or other committees and task forces; maintain liaison with other site and district administration to assure proper coordination of activities; promote sharing of ideas and communication of successful operating practices with others in similar positions inside and outside of the District.
12. Represent the District and participate at the local, State, and national levels in organizations and activities that improve, promote, and publicize district instructional and instructional support programs.
13. Coordinate and direct special projects as assigned; initiate studies and conduct analyses as necessary to determine the need for new or modified course offerings, programs, or services.
14. Supervise and facilitate the resolution of student, instructor, and staff conflicts, complaints, and grievances.

15. Prepare reports and make presentations as necessary; assure the preparation, distribution, and maintenance of required reports, records, and files.
16. Perform related duties as assigned.

### **DESIRABLE QUALIFICATIONS**

#### Knowledge:

- Applicable sections of local, State, and federal laws, rules, and regulations governing assigned area.
- Delivery systems for instructional programs and services.
- District organization, policies, procedures, and objectives.
- District's collective bargaining process.
- Goals and objectives of assigned programs.
- Goals of the District's educational master plan.
- Governance systems for California community college districts.
- Instructional principles and techniques.
- Instructional services issues in community colleges, including articulation issues with four-year colleges and universities.
- Modern office practices, procedures, and equipment, including computer hardware and software.
- Oral and written communications skills.
- Principles of personnel management, supervision, and training.
- Public relations and marketing techniques.
- Technical aspects of the instructional program.
- Trends in educational program offerings.

#### Skills and Abilities:

- Analyze situations accurately and take effective courses of action.
- Communicate effectively both orally and in writing.
- Demonstrate analytical and assessment abilities.
- Demonstrate strong leadership skills.
- Develop and administer complex budgets.
- Develop and implement instructional programs and services, such as information technology, curriculum, articulation agreements, program review, enrollment management, and class schedule and catalog development.
- Develop and implement schedules for programs and services.
- Develop and maintain professional affiliations and involvement in regional, State, and local organizations.
- Develop partnerships with business, industry, education, and the community, seeking alternate funding resources as appropriate.
- Direct the preparation, distribution, and maintenance of records and reports.
- Evaluate instructional needs of district clientele.
- Influence and persuade people to follow a prescribed course of action.
- Interpret and apply local, State, and federal regulations and district policies and procedures which relate to instructional services.
- Interpret and apply research findings to student learning outcomes, assessment, program review, enrollment management, and college/program-wide planning and budgeting.
- Maintain excellent interpersonal relations with college, program, and district staff, students, and community groups; resolve conflicts.
- Manage evolving technologies in education.
- Operate computers and business-related software, including word processing, spreadsheets, and databases.
- Select, assign, train, supervise, and evaluate staff.
- Work collaboratively in a multicultural, multiethnic community with individuals of diverse backgrounds and perspectives.
- Work successfully with governance groups in a collective bargaining environment.

Training and Experience:

Any combination of training and experience equivalent to: Master's degree from an accredited institution in an area related to education or instructional services and five years of increasingly responsible experience in managing an instructional program in an institution of higher education. The following are also required for this academic/educational administrator assignment:

- 1) Master's degree (doctorate preferred) from a regionally accredited institution, AND
- 2) One (1) year of formal training, internship, or leadership experience reasonably related to the administrator's assignment, AND
- 3) Demonstrated cultural competency, sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and staff.

OR

- 1) Possession of a lifetime California Community College Chief Administrative Officer Credential, AND
- 2) Two (2) years of recent management experience in an institution of higher education, AND
- 3) Demonstrated cultural competency, sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and staff.

License:

Valid California driver's license.

**WORKING CONDITIONS**Physical Requirements:

Category III

Environment:

Favorable, usually involves an office.