

# San Diego Community College District

## CLASSIFICATION DESCRIPTION

**Classification:** Executive Innovation Officer  
**Working Title:** Vice Chancellor, Institutional Innovation and Effectiveness  
**Unit:** Executive Management

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**Job Code:** C9588  
**Original Date:** 08/2022  
**Last Revision:** 07/2023  
**Staff Type:** Academic  
**FLSA status:** Exempt  
**Salary Range:** 4

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### DEFINITION

Under the leadership of the Chancellor and in accordance with the goals of the District, the Executive Innovation Officer plans, organizes, directs, administers, reviews, and evaluates districtwide institutional research, accreditation, strategic planning, institutional effectiveness, and educational technology programs and services. The Vice Chancellor provides executive leadership in accordance with the District's Educational Master Plan and strategic plan goals and objectives. The Vice Chancellor serves as the Acting Chancellor in the absence of the Chancellor as assigned.

### DISTINGUISHING CHARACTERISTICS

The class of Vice Chancellor/Executive Officer is assigned to executive District administrators responsible for major functions which have substantial districtwide impact, including policy development and implementation. Incumbents report directly to the Chancellor and serve in the Chancellor's Cabinet.

### EXAMPLES OF DUTIES

1. Develop, implement, manage, coordinate and lead the District's comprehensive institutional research program and services in a manner supporting participatory governance, data-driven decision making, professional development and continuous learning, performance and service accountability, access and inclusion for diverse communities and stakeholders, and the District's Educational Master Plan.
2. Work collaboratively with District stakeholders to develop and deliver research and planning data, reports, assessments, and similar products to support the Board of Trustees, Chancellor, Colleges, District divisions, and other stakeholders in strategic planning, program review, accreditation, student learning outcome assessment, and similar activities.
3. Develop, implement, manage, coordinate, and lead the District's comprehensive accreditation program and services in a manner supporting participatory governance, access and inclusion for diverse communities and stakeholders, and the District's Educational Master Plan.
4. Develop, implement, manage, coordinate, and lead the District's ongoing strategic planning program in a manner supporting participatory governance, data-driven decision making, institutional effectiveness, and access and inclusion for diverse stakeholders.
5. Evaluate District progress towards strategic goals and objectives, collaborate with appropriate stakeholders to review, assess, revise, and implement action plans to achieve strategic goals and objectives, and provide timely status updates to the Chancellor, Board of Trustees, Chancellor's Cabinet, and District stakeholders.
6. Develop, implement, manage, coordinate, and lead the District's comprehensive educational technology program to ensure effective, efficient, sustainable, and equitable acquisition, implementation, use, review, and revision of technology resources used in the delivery of instruction, education, and student services programs.
7. Collaborate with and provide support for College and District stakeholders, participatory governance representatives, student representative, and others in the implementation of the educational technology program and resources. Ensure the program advances student success and equity for the District's diverse student communities. Ensure the program is aligned with the District's Educational Master Plan, strategic plan goals and objectives, fiscal management objectives, and technology master plans.

8. Ensure the timely preparation, maintenance, submission, and distribution of reports and records as required by Federal, state, local, and District regulation and policies; provide routine and timely communications to the Chancellor, Board of Trustees, Chancellor's Cabinet, and District stakeholders of the status of assigned functions, programs, and services.
9. Engage proactively with and support the District's development and entrepreneurship programs; provide data, research, and reports as appropriate to inform grant applications, fundraising, entrepreneurship, and related activities.
10. Serve as a key advisor to the Chancellor, Board of Trustees, and executive managers on policies, procedures, and management issues related to assigned areas of responsibility and to promote equity, inclusion, and accessibility for the District's diverse stakeholder communities.
11. Represent the District in local, State, and national committees, workgroups, and meetings.
12. Plan, organize, implement, direct, administer, review, evaluate, and revise assigned programs, services, and activities in accordance with the District's mission, vision, values, strategic goals and objectives, and to ensure continuity of operations and services.
13. Plan, organize, direct, supervise, and lead daily operations in assigned areas of responsibility, including assigning job duties and work schedules, providing timely feedback on performance, conducting performance evaluations, assessing training and professional development needs for assigned staff and providing training opportunities, participating in hiring and onboarding new staff, and participating in corrective and disciplinary processes with assigned staff.
14. Manage financial resources within assigned areas of responsibility to ensure expenditures are within revenue projections, budgets are developed timely and implemented effectively, allocation and use of resources are equitable and support the District's DEIA-related goals and objectives, and to ensure continuity of operations and services.
15. Review and recommend legislation and advocacy priorities impacting assigned areas of responsibility which could benefit the District and its students, faculty, and staff; maintain liaison with appropriate government agencies and local, State, and national organizations.
16. Work collaboratively and professionally with faculty, staff, students, and stakeholders from diverse academic, socioeconomic, cultural, disability, gender identity, and ethnic communities.
17. Demonstrate cultural humility, sensitivity, and equity-minded leadership in working with individuals from diverse communities; model inclusive behaviors; and achieve equity in outcomes.
18. Contribute positively to a culture valuing diversity and promoting equity, inclusion, and accessibility; promote staff diversity, address equity gaps impacting students, and recreate an inclusive environment within assigned areas of responsibility.
19. Lead other operational areas and perform related duties as assigned.

## DESIRABLE QUALIFICATIONS

### Knowledge:

- Accreditation standards, processes, and reporting requirements
- California Education Code and Title V regulations and laws, regulations, and statutes applicable to assigned areas of responsibility
- Current and emerging educational technologies and principles for the effective use of technology in improving student access, success, and equity
- District policies and procedures
- Enterprise technology platforms, applications, and services
- Effective communication methods, techniques, and modes to engage with diverse stakeholder communities
- Lived experiences of students from diverse academic, socioeconomic, cultural, disability, gender, and ethnic communities
- Local, regional, State, and national economic conditions and demographics
- Modern office practices, procedures, and equipment, including computer hardware and software
- Principles of effective community college and higher education instructional programs, comprehensive student services, and administrative operations
- Principles of effective, efficient, and equitable public administration and organizational management, leadership, and operations
- Principles of effective participatory governance processes and engagement
- Principles of strategic planning, internal and external environmental analyses, systems analyses, and related activities
- Principles, practices, techniques, and trends used in the analysis and evaluation of instructional and student services programs at a community college district

### Skills and Abilities:

- Communicate effectively through multiple modalities with diverse internal and external stakeholders
- Communicating and gaining support for the District's mission, vision, and values
- Coordinate and align educational technology programs and services districtwide
- Coordinate and provide leadership in evaluating, monitoring, and maintaining accreditation standards
- Coordinate, facilitate, and provide leadership in institutional research and planning programs and operations
- Create a culture of shared accountability for effective performance within assigned areas
- Define issues, analyze problems, evaluate options, develop sound conclusions, and make appropriate recommendations to the Chancellor and Board of Trustees within applicable laws, regulations, policies, procedures, rules, and effective business practices
- Establish and maintain effective working and professional relationships with individuals from diverse communities
- Hire, onboard, train, evaluate, supervise, develop, and discipline assigned staff
- Leading effectively through participatory governance and in collaboration with diverse stakeholders
- Learn from errors, determine appropriate corrective action, and prevent repeat occurrences
- Operate and effectively use office technologies and software applications, including general business platforms and technologies and enterprise resource planning systems
- Organize, assign, prioritize, and guide work activities within assigned areas of responsibility and provide timely, effective feedback
- Plan, organize, direct, administer, review, and evaluate assigned programs and services and formulate program policy recommendations to implement the District's Educational Master Plan and other goals and objectives in accordance with local, State, and federal laws
- Read, interpret, and apply laws, regulations, policies, and guidelines impacting the effective, efficient, and equitable performance of the assigned areas and the District's comprehensive operations
- Research, analyze, develop, and interpret policies and procedures impacting assigned areas of responsibility

Strategic planning, action, and leadership

Training and Experience:

Any combination of training and experience equivalent to: a Master's degree from an accredited college or university in education, public administration, or a field related to the assigned areas of responsibility and six years of increasingly responsible supervisory or management experience related to the duties of this position and two years in an administrative capacity; or a valid California Administrative or Supervisory Credential authorizing service at the community college level.

Demonstrated cultural humility, sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college staff, faculty, and students.

License:

Valid California driver's license.

**WORKING CONDITIONS**

Physical Requirements:

Category III

Environment:

Favorable, usually involves an office. Occasional travel to District campuses, training events, conferences, and assigned events