

San Diego Community College District

CLASSIFICATION DESCRIPTION

Classification: Executive Instruction Officer
Working Title: Vice Chancellor, Educational Services
Unit: Executive Management

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Job Code: C9587
Original Date: 02/2020
Last Revision: 07/2023
Staff Type: Academic
FLSA status: Exempt
Salary Range: 4

DEFINITION

Under the leadership of the Chancellor and in accordance with the goals of the District, the Executive Instruction Officer plans, organizes, directs, administers, reviews, and evaluates districtwide educational planning services encompassing all student services and instructional programs to ensure the viability and legality of educational programs, improve instructional and students services, and ensure high academic standards. Areas of responsibility include admissions and records, student records evaluation, counseling, financial aid, Extended Opportunity Programs and Services, Disability Support Programs and Services, SDCCD Online and online education, Open Educational resources, San Diego Promise, registration, attendance accounting, course/program development, development and oversight of grants, sabbatical leave application processes, 2+2, tech-prep, course outline master file, catalog and schedule production, assessment and placement, articulation, and matriculation. 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.

EXAMPLE OF DUTIES

1. Develop, implement, manage, coordinate, and lead the District's comprehensive instructional and student services programs to provide efficient, effective, and equitable services in a manner supporting participatory governance and access and inclusion for diverse communities and stakeholders and the District's Educational Master Plan.
2. Plan, organize, implement, direct, administer, review, evaluate, and revise support programs for the colleges' instructional and student service programs, services, and activities in accordance with the District's mission, vision, values, strategic goals and objectives, and ensure legal compliance and integrity in a manner promoting equity, inclusion, and access for the District's diverse student, employee, and stakeholder communities.
3. Serve as Registrar for the District, ensuring proper preparation and maintenance of student records and transcripts in accordance with California Education Code requirements and established District policies and procedures; serv as the District's liaison to the California Community Colleges Chancellor's Office for required reports and information; manage the preparation and certification of enrollment and attendance reports for State apportionment.
4. Represent the District in local, State, and national committees, workgroups, and meetings.
5. Provide executive leadership for districtwide Disability Support Programs and Services to provide, enhance, and facilitate learning opportunities for all disabled students with an emphasis on ensuring broad access to programs and services and equitable success outcomes.

6. Serve as a key adviser 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.
7. Initiate, plan, and direct districtwide college catalog and class schedule production; develop bid specifications; establish internal and external timelines; coordinate districtwide input, maintain and ensure content integrity, and oversee distribution.
8. 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.
9. Develop and coordinate the District's mail registration system; coordinate scheduling of walk-in registration; develop the annual student services processing calendar; coordinate, evaluate, and maintain the District's assessment and placement system, provide technical support; manage assessment database and related reports for matriculation programs.
10. Plan, coordinate, and participate in the articulation of instructional programs with elementary and secondary schools, other community college districts, and public and private post-secondary institutions including 2+2 and 2+2+2 programs.
11. 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.
12. Revise, update, publish, and assure distribution of manuals, policies, and procedures related to registration, grade reporting, residency determination, attendance accounting, and records retention; ensure that current regulations are incorporated in all student services policies and procedures.
13. Design, maintain, and coordinate the publication and dissemination of forms utilized in registration, enrollment, attendance, and grading procedures.
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. Establish audit procedures and prepare financial records and reports; work with the Fiscal and Business Services Division to ensure accuracy and proper processes.
16. Assure maintenance of a central records system for student records and transcripts; provide a system for release of student transcripts as appropriate; assure that proper monies are collected for transcripts and other student records.
17. Provide leadership in developing and implementing inter-agency collaboration to ensure District participation in meetings related to issues of common importance to major agencies in San Diego County.

18. Ensure the timely preparation, maintenance, submission, and distribution of reports and records as required by federal, State, local, and District regulations 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.
19. Work collaboratively and professionally with faculty, staff, students, and stakeholders from diverse academic, socioeconomic, cultural, disability, gender identity, and ethnic communities.
20. Demonstrate cultural humility, sensitivity, and equity-minded leadership in working with individuals from diverse communities; model inclusive behaviors; and achieve equity in outcomes.
21. Contribute positively to a culture valuing diversity and promoting equity, inclusion, and accessibility; promote staff diversity, address equity gaps impacting students, and create an inclusive environment within assigned areas of responsibility
22. Lead other operational areas and perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Principles of effective community college and higher education instructional programs, comprehensive student services, and administrative operations
- California Education Code and Title V regulations and laws, regulations, and statutes applicable to assigned areas of responsibility
- Principles of effective participatory governance processes and engagement
- District policies and procedures
- Principles of effective, efficient, and equitable public administration and organizational management, leadership, and operations
- Classroom instruction and requirements of academic and technical disciplines
- Current national and State issues in curriculum and instruction
- Modern office practices, procedures, and equipment, including computer hardware and software
- Effective communication methods, techniques, and modes to engage with diverse stakeholder communities
- Principles, practices, techniques, and trends used in the analysis and evaluation of instructional and student services programs at a community college district
- Principles, techniques, and methods used in organizing, maintaining, and retaining comprehensive student records
- Lived experiences of students from diverse academic, socioeconomic, cultural, disability, gender, and ethnic communities
- Enterprise technology platforms, applications, and services
- Local, regional, State, and national economic conditions and demographics

Skills and Abilities:

- Strategic planning, action, and leadership
- Communicating and gaining support for the District's mission, vision, and values
- Leading effectively through participatory governance and in collaboration with diverse stakeholders
- 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

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

Coordinate and align educational services districtwide.

Communicate effectively through multiple modalities with diverse internal and external stakeholders

Coordinate and provide leadership in evaluating, monitoring, and maintaining instructional services to all community college students

Coordinate, facilitate, and provide leadership in student services programs, attendance accounting, registration, and other assigned areas

Operate and effectively use office technologies and software applications, including general business platforms and technologies and enterprise resource planning systems

Hire, onboard, train, evaluate, supervise, develop, and discipline assigned staff

Organize, assign, prioritize, and guide work activities within assigned areas of responsibility and provide timely, effective feedback

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

Learn from errors, determine appropriate corrective action, and prevent repeat occurrences

Create a culture of shared accountability for effective performance within assigned areas

Research, analyze, develop, and interpret policies and procedures impacting assigned areas of responsibility

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