

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Vice Chancellor, Educational Services

Unit: Executive Management

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Job Code: C9587
Original Date: 02/2020
Last Revision: 04/2020
Staff Type: Academic
FLSA status: Exempt
Salary Range: 22

DEFINITION

Under the general direction of the Chancellor, provide vision, leadership and strategic planning in the administration, review and evaluation of all District educational planning services encompassing all student services and instructional programs. Maintain high academic standards and assure proper districtwide implementation of student services and instructional programs; monitor, review, maintain, and evaluate programs, services, and compliance with applicable regulations, policies, and procedures; supervise and evaluate the performance of assigned staff.

DISTINGUISHING CHARACTERISTICS

The class of Vice Chancellor is assigned to top-level district administrators responsible for major functions that have substantial districtwide impact. Incumbents report directly to the Chancellor and are a party to the Chancellor's Cabinet.

EXAMPLE OF DUTIES

1. Coordinate, facilitate, and provide leadership for a variety of districtwide educational services programs, including admissions and records, student records evaluation, counseling, financial aid/EOPS, Disability Support Programs and Services, registration, attendance accounting, administrative computing support, course/program development, course outline master file, catalog and schedule production, development and oversight of grants, assessment and placement process, sabbatical leave application process, articulation and matriculation, and others as assigned.
2. Coordinate the planning, organization, and delivery of various educational services to students in areas such as financial aid, counseling, student retention, residency, matriculation, registration, and instructional programs.
3. Provide leadership in the development of curriculum, course outlines, instructional materials, and in-service activities; provide leadership on curricular and instructional issues for faculty and administrators; coordinate instructional programs and curriculum with other community colleges, four-year institutions, government agencies and the community, and provide support for accreditation processes.
4. Serve as Registrar for the District, assuring the proper preparation and maintenance of permanent student records and transcripts in accordance with Education Code requirements and established District policies and procedures, and as the liaison to the California Community Colleges Chancellor's Office for required reports and information; represent the District on councils, task forces, committees, and organizations at the local, State, and national levels.
5. Manage the preparation and certification of enrollment and attendance reports for State apportionment.
6. Manage, coordinate, and provide leadership for a variety of districtwide Disability Support Programs and Services to provide, enhance, and facilitate learning opportunities for all disabled students.
7. Oversee the District's institutional research functions, including conducting analyses of indicators used for institutional effectiveness and enrollment management, developing infrastructures for improving data and information capacity, establishing and implementing research standards and protocols, and the design and development of research reports; develop and maintain updated management information systems involving interrelated curriculum data, i.e., course outline master file, catalog, and class schedule production, and automate manual systems.

8. Communicate and interpret instructional policies and procedures to the Board of Trustees, District and institutional administrators, faculty, and staff; communicate with government agencies and other education institutions to identify and research issues, interpret and explain policies, provide technical expertise and exchange information.
9. Initiate, plan, and direct districtwide college catalog and college and Continuing Education class schedule production; develop bid specifications; establish internal and external timelines; coordinate districtwide input, maintain and ensure content integrity, and oversee distribution.
10. Direct and manage districtwide Outreach and Title IX Compliance functions, including mandatory training for identified individuals.
11. Coordinate development of district policies and procedures regarding educational services functions; research and analyze issues and interpret State and federal regulations impacting educational services areas and matriculation and articulation processes; ensure compliance with regulations districtwide; analyze legislation and make recommendations.
12. 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.
13. Coordinate and provide leadership for the District's articulation program with secondary and post-secondary institutions to facilitate student transfer among education segments.
14. 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.
15. Serve as liaison with the San Diego Unified School District to implement 2+2 and tech-prep articulation activities consistent with federal and State legislation; coordinate evaluation of effectiveness of joint programs; and coordinate instructional partnership activities.
16. Provide and support professional development activities; supervise and evaluate the performance of assigned personnel; plan, assign, and review work; make recommendations regarding the selection, discipline, counseling, and termination of assigned staff.
17. 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.
18. Design, maintain, and coordinate the publication and dissemination of forms utilized in registration, enrollment, attendance, and grading procedures.
19. Plan, organize, and conduct meetings, seminars, and training programs relating to educational services.
20. Perform research, provide leadership for the development of new programs, standards, policies, and procedures within the parameters of State and federal laws; make recommendations to college and Continuing Education educational offices and personnel.
21. Prepare, submit, and administer budgets for assigned programs and services; monitor and control expenditures; assure proper maintenance of audit trails, documentation, and financial records; work with Business Services department to ensure accuracy and proper process.

22. 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.
23. 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.
24. Coordinate special projects such as implementation of the District's administrative computer system; assure proper implementation and appropriate staff in-services.
25. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Budget preparation and control.
- Coordination of assigned districtwide functions.
- District organization, operations, policies, and objectives.
- Legislative acumen and media perception.
- Classroom instruction and requirements of academic and technical disciplines.
- Community college and undergraduate education.
- Local, State, and federal laws affecting instructional services and programs.
- Current national and State issues in curriculum and instruction.
- Modern office practices, procedures and equipment, including computer hardware and software.
- Oral and written communication skills.
- Professional Development
- Principles of management, leadership, supervision, training, and public administration..
- 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.
- State and federal laws, codes, and regulations affecting instructional and student services, attendance accounting, registration, and records maintenance.

Skills and Abilities:

- Commit to shared governance, collaboration and district goals and missions.
- Analyze situations accurately and develop effective course of action.
- Coordinate and align educational services districtwide.
- Communicate effectively both orally and in writing.
- 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.
- Demonstrate interpersonal skills using tact, patience, and courtesy.

- Formulate program policy and procedures.
- Implement the District's mission, goals, and objectives.
- Interact with diverse constituencies.
- Maintain records and prepare reports.
- Meet schedules and time lines.
- Operate computers and business-related software, including word processing, spreadsheets, and databases.
- Plan, organize, and coordinate personnel and financial resources.
- Plan, organize, direct, administer, review, and evaluate assigned programs and services.

- Promote and maintain high standards for personal and organizational integrity, honesty, and respect for people.
- Research, analyze, develop, and interpret policies and procedures impacting assigned areas of responsibility.
- Serve as the District's Registrar and assure the proper preparation, maintenance, and retention of permanent student records.
- Supervise and evaluate the performance of assigned personnel.
- Work independently with little direction.
- Work with administrative systems and databases.

Training and Experience:

Any combination of training and experience equivalent to: a Bachelor's degree in education, public administration, or related field and three years of responsible supervisory or management experience in student services. 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.