

# San Diego Community College District

## CLASSIFICATION DESCRIPTION

**Title:** Vice Chancellor, Institutional Innovation and Effectiveness

**Unit:** Executive Management

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**Job Code:** C9588  
**Original Date:** 08/2022  
**Last Revision:** 08/2022  
**Staff Type:** Academic  
**FLSA status:** Exempt  
**Salary Range:** 22

### DEFINITION

Under the leadership of the Chancellor and in accordance with the goals of the District, plan, organize, direct, administer, review, and evaluate districtwide institutional research, accreditation, strategic planning, institutional effectiveness, and educational technology programs and services. Provide executive leadership in accordance with the District's Educational Master Plan and strategic plan goals and objectives. Serve as the Acting Chancellor in the absence of the Chancellor as assigned.

### DISTINGUISHING CHARACTERISTICS

The class of Vice Chancellor 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 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:

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  
Accreditation standards, processes, and reporting requirements  
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  
Current and emerging educational technologies and principles for the effective use of technology in improving student access, success, and equity  
Local, regional, State, and national economic conditions and demographics  
Enterprise technology platforms, applications, and services  
Modern office practices, procedures, and equipment, including computer hardware and software  
Lived experiences of students from diverse academic, socioeconomic, cultural, disability, gender, and ethnic communities  
Effective communication methods, techniques, and modes to engage with diverse stakeholder communities

#### 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  
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 technology programs and services districtwide  
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  
Communicate effectively through multiple modalities with diverse internal and external stakeholders  
Establish and maintain effective working and professional relationships with individuals from diverse communities  
Coordinate and provide leadership in evaluating, monitoring, and maintaining accreditation standards  
Coordinate, facilitate, and provide leadership in institutional research and planning programs and operations  
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

Research, analyze, develop, and interpret policies and procedures impacting assigned areas of responsibility  
Learn from errors, determine appropriate corrective action, and prevent repeat occurrences  
Create a culture of shared accountability for effective performance within assigned areas

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 responsible supervisory or management experience related to the duties of this position and two years in an administrative capacity. 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. Occasional travel to District campuses, training events, conferences, and assigned events