

# San Diego Community College District

## CLASSIFICATION DESCRIPTION

**Title:** Vice Chancellor, Instructional Services

**Unit:** Executive

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**Job Code:** C9586  
**Original Date:** 07/1989  
**Last Revision:** 06/2014  
**Staff Type:** Academic  
**FLSA status:** Exempt  
**Salary Range:** 22

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### DEFINITION

Under the general direction of the Chancellor, plan, organize, direct, administer, review, and evaluate all instructional programs, including Military Education, economic and career development programs, online courses and programs, grants, and instructional support services, to assure their viability and legality, and to maintain high academic standards; coordinate and facilitate the efforts of the colleges to ensure proper districtwide implementation; monitor, review, and evaluate assigned programs and services; supervise and evaluate the performance of assigned staff.

### EXAMPLES OF DUTIES

1. Manage, coordinate, and provide leadership for a variety of districtwide instructional services (new course/program and course/program modification process, course outline master file, catalog and schedule production, development and oversight of grants, assessment and placement process, sabbatical leave application process, articulation and matriculation, 2+2, tech-prop, and others as assigned) to ensure the viability and legality of educational programs, improve instructional services, and ensure high academic standards.
2. Coordinate the development of curriculum, course outlines, instructional materials, and in-service activities; provide leadership on curricular and instructional issues for faculty and administrators.
3. Coordinate the planning, organization, and delivery of instructional services to students; implement, monitor, review, evaluate, and strengthen instructional programs throughout the District.
4. Serve as liaison to the California Community Colleges Chancellor's Office for required reports and information.
5. Coordinate instructional services and curriculum with other community colleges, four-year institutions, government agencies, and the community, and provide support for accreditation processes.
6. Perform research; provide leadership for the development of new programs, make recommendations to college and Continuing Education instructional offices and personnel.
7. Provide and support professional development activities; supervise and evaluate the performance of assigned personnel; plan, assign, and review work; make recommendations regarding the selection, training, counseling, discipline, and termination of assigned staff.
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. Evaluate and recommend programs, standards, policies, and procedures within the parameters of State and federal laws to meet District goals for assigned programs and services.
11. Coordinate and provide leadership for the District's articulation program with secondary and post-secondary institutions to facilitate student transfer among education segments.

12. 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.
13. 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.
14. Research and analyze issues and interpret State and federal regulations and legislation impacting matriculation and articulation processes.
15. Coordinate, evaluate, and maintain the District's assessment and placement system; provide technical support; manage assessment database and related reports for matriculation programs.
16. Develop and administer the departmental capital outlay and operating budgets; establish audit procedures and prepare required financial records and reports; work with the Business Services department to ensure accuracy and proper process.
17. 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.
18. Initiate, plan, organize, and conduct meetings, seminars, and training programs relating to instructional services.
19. 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.
20. Represent the District on councils, task forces, committees, and organizations at the local, State, and national levels.
21. Perform related duties as assigned.

### **DESIRABLE QUALIFICATIONS**

#### Knowledge and Practices:

- Analysis and review of established policies and procedures.
- Broad knowledge of District operations, organization, policies and objectives.
- Budget preparation and control.
- Classroom instruction and requirements of academic and technical disciplines.
- Community college and undergraduate education.
- Coordination of assigned districtwide functions.
- Current national and State issues in curriculum and instruction.
- Community college instructional services and programs.
- Effective oral and written communication.
- Professional Development.
- Principles and techniques used in the analysis and evaluation of instructional services and programs.
- Principles of management, supervision, and training.
- Research and analysis.
- State and federal laws, codes, and regulations affecting instructional services.

#### Skills and Abilities:

- Analyze situations accurately and develop effective course of action.
- Communicate effectively both orally and in writing.
- Coordinate and align instructional services districtwide.

Coordinate and provide leadership to evaluating, monitoring and maintaining instructional services to community college students.  
Establish and maintain effective and cooperative working relationships with others.  
Implement, evaluate and strengthen instructional services and programs.  
Maintain records and prepare reports.  
Meet schedules and time lines.  
Plan, organize, and coordinate personnel and financial resources.  
Positive interpersonal attributes.  
Proficient travel from site to site.  
Research, analyze, develop and interpret policies and procedures impacting assigned areas of responsibility.  
Supervise and evaluate personnel.  
Work independently with little direction.

### **MINIMUM QUALIFICATIONS FOR EDUCATIONAL ADMINISTRATORS**

The minimum qualifications for service as an educational administrator shall be both of the following:

- (a) Possession of a master's degree from a regionally accredited college or university; and
- (b) Two years of recent experience in the management or supervision of an educational unit in higher education or a related field that is reasonably similar to this administrative assignment; and
- (c) Demonstrated cultural competency, sensitivity to and understanding of the diverse academic, socioeconomic, disability, and ethnic backgrounds of community college students and staff.

### **WORKING CONDITIONS**

#### Physical Requirements:

Category III, usually minimum

#### Environment:

Favorable, usually involves an office. Includes travel.