

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

VICE PRESIDENT, ACADEMIC SERVICES

Las Positas College
Management Class Specification

MANAGEMENT RESPONSIBILITY

The Vice President, Academic Services is a management position designated by the Board of Trustees for the Chabot-Las Positas Community College District. The incumbent is responsible for the satisfactory completion and/or coordination of the listed duties and responsibilities either directly or through administrative review. The incumbent is charged by the Board of Trustees with the satisfactory implementation of Board policy and District procedure as applicable to the position. In addition, the incumbent is expected to participate in the formulation of District policies by making appropriate recommendations for improvements or additions in policy or procedure through his or her reporting authority and/or by serving on District-wide councils.

GENERAL DESCRIPTION

The Vice President, Academic Services is the Chief Instructional Officer and is responsible for the overall design, organization, delivery, supervision, evaluation, and fiscal management of a comprehensive instructional program, including general education, transfer programs, career technical education, non-credit education, contract education, and athletics. The Vice President may be assigned additional responsibilities as part of the senior management team. This position reports directly to the College President and works collaboratively with the Vice President of Student Services and Vice President of Administrative Services.

DUTIES AND RESPONSIBILITIES

The Vice President, Academic Services shall:

1. Possess strong, dynamic academic and administrative leadership, foster an environment that encourages teaching and learning excellence, possess the vision to guide the college's academic programs into the future;
2. Facilitate a learning culture that fosters innovation, creativity and embraces growth and change; promotes professional staff development;
3. Nurture a campus climate that values diversity in its students, staff and community;
4. Possess evidence of progressively responsible academic administrative leadership;
5. Possess personal characteristics including good judgment, tact, diplomacy, and the strength of character to put forth and support ideas that are innovative and deserving of consideration by the college community;

6. Ensure student learning outcomes are present, assessed and used for improvement of student learning;
7. Work with faculty, classified, and students in a manner that makes them feel valued and respected;
8. Possess significant experience in enrollment management and productivity measurements;
9. Work collaboratively with campus constituency groups and unions; understand and implement participatory governance, teambuilding, and collaborative decision-making process within and across division/department lines;
10. Communicate articulately in all settings, as evidenced by excellent listening skills and effective written work;
11. Build community relations; show an active interest in student and community life;
12. Manage resources; significant budget experience.

Leadership:

1. Serve as a member of the Senior Administrative staff;
2. Work cooperatively with the Faculty, Classified and Student Senates;
3. Provide leadership to the academic administrative staff and serve as a member of assigned committees;
4. Represent the College as the Chief Instructional Officer at statewide organizations;
5. Serve as accreditation liaison officer for the College and coordinate the College self-study process and all reports required by the Accrediting Commission;
6. Maintain a close working relationship with the counterpart Vice President, Academic Services at Chabot College;
7. Serve as an administrative associate to the President, perform other duties and responsibilities as assigned and, when assigned, assume direct responsibility for the College during the absence of the President;
8. Work cooperatively as a member of the senior management team of the College and District towards achievement of its goals and objectives.

Instructional Programs:

1. Direct and organize the process for curriculum development, implementation, and evaluation of the general education, basic skills, transfer, technical, occupational, distance education, and community and continuing education programs;
2. Direct, in conjunction with the College Curriculum Committee, the approval of College curricula and programs, the interpretation of curricular policy, and the definition of academic standards;
3. Implement a process for systematic instructional program review and utilize the results and recommendations to strengthen academic programs;
4. Develop, direct, coordinate, supervise, and evaluate the programs, personnel, operations, and activities of all areas of responsibility to ensure their compliance with District policies, Education Code and State and Federal regulations;
5. Supervise off-campus, evening, and weekend classes and programs as needed;
6. Assist institutional research efforts related to areas of responsibility;
7. Support and sustain program advisory boards;
8. Serve as evening/Saturday administrator as required.

Instructional Staff Relations:

1. Directly supervise academic services administrators;
2. Coordinate the recruitment, selection, and orientation of faculty and classified staff and ensure the compliance with Chabot-Las Positas Community College District policies and procedures; and participate in the recruitment and selection of administrative staff;
3. Conduct performance evaluations of faculty, classified staff, and academic administrators, and coordinate evaluation policies and procedures for tenure granting, for tenured faculty evaluation, and for part-time faculty evaluation;
4. Monitor faculty teaching assignments to ensure conformance to College and District Policy and to ensure equitable workloads;
5. Provide leadership for the organization of a comprehensive faculty development program, including the infusion of instructional technology into the teaching and learning processes;

6. Foster and maintain high standards of instruction, and strengthen teaching by: a) providing faculty opportunities for professional growth and development; b) fostering experimentation by introducing new teaching technologies and learning strategies; and c) monitoring and assessing student progress, performance, and satisfaction to evaluate academic quality.

Community Relations:

1. Chair various college committees and co-chair the Tri-Valley Educational Collaborative;
2. Provide leadership for liaison with area high schools, colleges, and universities, business industry, public agencies, community interest groups, and the State Chancellor's Office;
3. Coordinate contract education with the District Office.

Budget:

1. Prepare, administer, and monitor the annual budget for all areas of responsibility, and maintain required documentation for categorical expenditures;
2. Participate in College long-range and strategic planning for programs, services, and facilities and coordinate financial planning with institutional planning activities;
3. Assume responsibility for the completion of all necessary State and Federal reports in the area of responsibility.

MINIMUM QUALIFICATIONS

Education: Master's degree from an accredited institution; earned doctorate preferred.

Experience: One year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment; and full-time teaching and administrative experience in post-secondary education, preferably in a community college; or an equivalent combination which indicates possession of the knowledge and skills required.

APPOINTMENT

The Vice-President of Academic Services shall be elected by the Governing Board upon the recommendation of the College President and the District Chancellor.

NOTE: This class specification is not necessarily all-inclusive in terms of the duties and responsibilities.