

# RIO HONDO COMMUNITY COLLEGE DISTRICT

## VICE PRESIDENT, ACADEMIC AFFAIRS

### DEFINITION

Reporting to the Superintendent/President, the Vice President of Academic Affairs serves as the chief instructional officer and leads the planning, development and implementation of instructional programs. The Vice President of Academic Affairs provides leadership, direction and support in delivering instructional programs and services; assumes responsibility for personnel and personnel practices in academic areas; oversees operational services and activities; and works effectively with outside agencies. May assume the responsibility of the President in the absence of the President.

### SUPERVISION EXERCISED

Exercises direct supervision over instructional Deans and Directors, where applicable.

### ESSENTIAL DUTIES INCLUDE

#### INSTRUCTIONAL PROGRAMS:

Provide Leadership in the following:

- Planning, coordinating, supervising and evaluating the effectiveness and efficiency of instructional programs and services;
- Developing and implementing the Educational Master Plan;
- Developing, implementing and monitoring an enrollment management plan to achieve and maintain enrollment targets;
- Developing, implementing and assessing student learning outcomes in all instructional programs and services;
- Directing research related to student learning; developing new and revised programs to reflect changing needs and priorities;
- Planning the implementation of academic support services to achieve retention of students and maximize academic success;
- Overseeing the faculty and staff development program.
- Assist in preparation and implementation of accreditation reports.

#### PERSONNEL AND PERSONNEL PRACTICES:

- Exercises direct supervision over instructional Deans and Directors;
- Selects, trains, counsels, supervises and evaluates instructional program personnel;
- Attracts and retains instructional personnel that are outstanding and diverse;
- Promotes equal opportunity and student and gender equity to effectively serve the District's diverse community;
- Promotes collaboration, teamwork and positive working relationships among all personnel;
- Responds to and resolves complaints and/or conflicts;
- Develops, implements and updates a personal professional development plan;
- Develops, applies, and evaluates effective approaches to implement the policies of the Rio Hondo Community College District relating to program and workforce diversity in order to fulfill the core academic mission of the District and serve its diverse community.

**OPERATIONAL SERVICES AND ACTIVITIES:**

- Develops and prioritizes budget recommendations for instructional areas and assists in the administration of the divisional budgets;
- Provides leadership in collective bargaining negotiations and contract administration;
- Participates in a variety of campus committees and task forces;
- Attends Board of Trustees' meetings;
- Makes presentations to internal and external community;
- Provides input on issues affecting assigned functions;
- Works effectively with the Board of Trustees within parameters established by the Superintendent/President.
- Works in partnership with local school districts and community groups.

**INTERACTION WITH OUTSIDE AGENCIES:**

- Provides leadership, support and direct involvement in the College's various accreditations and state agencies;
- Builds relationships and partnerships with individuals, agencies and organizations involved in education, business, government and other enterprises that may help advance the mission and goals of the District.

**OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

Knowledge of:

Curriculum development and instructional methodology and technology.

Principles of supervision, training and performance evaluation.

Principles and practices of budget preparation and administration.

Instructional techniques designed to accommodate diverse learning styles and promote welcoming classroom environments for students from culturally diverse groups.

Operational characteristics, services, and activities of a comprehensive instructional program.

Organizational and management practices as applied to the analysis and evaluation of instructional programs, policies, and operational needs.

Principles and practices of instructional program development and administration.

Scheduling policies and procedures.

The California Community College System as it functions on the State, local, and institutional level.

Educational community needs and resources as related to classes and subjects.

The relationship among community college systems and K-12 and post secondary institutions.

Accounting practices.

Database applications.

Pertinent Federal, State, and local laws, codes, and regulations, including appropriate sections of the California Education Code.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

Ability to:

Work effectively and collaboratively with a broad based constituency within a shared governance setting.

Provide administrative and professional leadership and direction for the assigned instructional programs.

Be sensitive to and understand the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient instructional programs and services.

Plan, organize, direct, and coordinate the work of faculty and professional, technical, and administrative support personnel; delegate authority and responsibility.

Select, supervise, motivate, counsel, train, and evaluate staff.

Identify and respond to instructional program issues, concerns, and needs.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of instructional program goals.

Research, analyze, and evaluate new instructional program service delivery methods, procedures, and techniques.

Administer instructional program budgets; allocate limited resources in a cost effective manner.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to instructional programs and functions.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:

Experience:

Three years of administrative experience or other related experience in an institution of higher education. Teaching and/or student services experience is required.

Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.

Training:

Master's degree from an accredited college or university; doctorate preferred.

License or Certificate:

Possession of or ability to obtain an appropriate valid driver's license.

Special Requirements:

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment including ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 20 lbs.; ability to travel to different sites and locations.

Revised Date: August 3, 2007