

EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: VICE PRESIDENT, COMPTON COLLEGE

BASIC FUNCTION:

Under the direction of the President of Compton College and the Superintendent/President of El Camino College, the Vice President of Compton College serves as a member of the El Camino College Cabinet. The Vice President of Compton College will support the transition plan for the dissolution of the partnership agreement between the El Camino Community College District and the Compton Community College District. The Vice President will direct the planning, development, and implementation of Compton College's transition plan.

REPRESENTATIVE DUTIES:

Work collaboratively with the President of Compton College to assure College's institutional needs are met.

Work with the El Camino College Vice Presidents to develop plans and procedures that assist with the transition of Compton College.

Ensure that the operations at the Compton College are consistent with El Camino Community College District and Compton Community College District policies and procedures, faculty and classified collective bargaining agreements, as well as applicable statutes and regulations including Title 5 (California Code of Regulations), and the Education Code.

Support and provide leadership to the Compton College Accreditation Liaison Officer, in preparing all necessary accreditation reports including the Quality Focused Essay, Annual Reports, and the Substantive Change Proposal to the Accrediting Commission for California Community Colleges; monitor accreditation process and ensure that institutional self-studies are conducted and documented with appropriate constituency involvement.

Participate in budget planning, development, and implementation with responsibility for monitoring assigned budgets for Compton College Transition from El Camino Community College District to Compton Community College District.

As needed, lead special projects related to the transition underway at the Compton College in areas such as curriculum, academic program review, comprehensive planning, enrollment management and other areas critical to the successful transition of Compton College.

As needed, participate in the selection of all Compton College managers and faculty.

In coordination with the ~~Provost~~ President of Compton College, supervise and evaluate the performance of assigned personnel, including the deans at ~~the Center~~ *Compton College*, as well as faculty, classified and student employees in the academic and student services programs.

Participate in planning the future of instruction at the Compton College by engaging academic personnel in educational master planning based upon a comprehensive program review; periodically assess community needs in relation to instruction; and identify data that support instructional planning.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organizing, and directing an instructional program within an institution of higher education.

Budget preparation and controls.

Principles and practices of instruction, accreditation program review and planning.

Principles and practices of supervision and management.

Principles of class schedule development.

ABILITY TO:

Interpret and apply applicable statutes and regulations such as the Education Code and Title 5 (California Code of Regulations).

Provide overall leadership in planning, directing and evaluating an instructional program for a college.

Understand and be sensitive to the diverse academic, socioeconomic, cultural and ethnic backgrounds of students, including those with disabilities.

Work effectively within diverse student, staff, and community populations.

Communicate effectively orally and in writing.

Supervise the administration of area budgets.

Supervise and evaluate the performance of assigned staff.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a personal computer and assigned software.

Analyze situations accurately and adopt an effective course of action.

Plan and organize work.

Meet schedules and timelines.

Work independently with little direction.

Use interpersonal skills and exercise tact, patience and courtesy.

Resolve problems effectively using conflict resolution skills.

Direct the maintenance of a variety of reports and files related to assigned responsibilities.

Develop creative solutions.

Promote scholarship and professional development.

EDUCATION AND EXPERIENCE:

Requires a master's degree and three years of full-time post-secondary teaching experience and three years of academic leadership experience at the dean's level or the equivalent at an accredited institution of higher education; or a master's degree, post-secondary teaching experience and five years of academic leadership experience at the dean's level or the equivalent at an accredited institution of higher education.

DESIRABLE QUALIFICATIONS:

Possession of an earned doctorate from an accredited institution is preferred.

WORKING CONDITIONS:

ENVIRONMENT:

Office work environment.

Attendance at multiple meetings.

Extended periods of sitting.