



JOB TITLE: VICE PRESIDENT OF ACADEMIC AFFAIRS/ASSISTANT SUPERINTENDENT

Classification: Academic Administrator Retirement Type: STRS*
Salary Range: 1 Revised/Board Approved: October 21, 2014

BASIC FUNCTION:

Under the direction of the Superintendent/President, provides leadership in the planning, development, and implementation of the District's instructional program while working collaboratively with academic and student support services personnel. Develop plans and procedures that enhance the academic program, the development of new curricula, and the evaluation of existing programs. Ensure that the operations of the Academic Affairs area are consistent with 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. Oversee the accreditation process for the College and special instructional programs. Engage academic personnel in educational master planning based upon a comprehensive program review process, assessment and evaluation. Administer the budget of the Academic Affairs area. Supervise and evaluate the performance of assigned personnel. Recommend personnel actions to the Superintendent/President and instructional agenda items to the Board of Trustees. Serve as the Board's designee for mutual agreement with the Academic Senate on instructional and professional matters. Represent the Superintendent/President, the Board, and the College on instructional matters. Promote partnerships with local businesses and community.

REPRESENTATIVE DUTIES:

Manage and develop the College Enrollment Management Plan.

Function as chief instructional officer by providing leadership in the planning, development and implementation of the District's instructional program.

Evaluate the effectiveness of the District's overall instructional program and services and develop plans and policies for the improvement of this program by evaluating all curricula from educational, cost benefits, and personnel management perspectives.

Implement the academic program review process and ensure that all stakeholders have an opportunity to provide input into the development processes and make appropriate recommendations to the Superintendent/President.

Serve as the Board's designee for mutual agreement with the Academic Senate on academic and professional matters.

Administer the Academic Affairs area budget; recommend budget requests for each fiscal year to the Superintendent/President; and ensure expenditures are appropriate and within budget.

Maintain involvement with the Academic Senate on educational and professional matters; serve as a conduit for Academic Senate's access to the governance process; serve as a communication link with academic personnel; and recommend a budget for the Academic Senate.

Recommend personnel actions to the Superintendent/President.

Provide consistent direction in administering the collective bargaining agreements with faculty and classified employees; understand and interpret agreements to faculty and staff.

Participate in planning the future of instruction at El Camino 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.

Oversee the development of a college catalog and schedule of classes.

Coordinate instructional needs with service areas such as Admissions and Records, Financial Aid, Public Information and Marketing, Counseling, Information Technology Services, Facilities Planning and Services, and Staff Development.

May serve as the District's liaison with the Accrediting Commission for California Community Colleges; monitor accreditation process and ensure that institutional self-evaluations are conducted and documented with appropriate constituency involvement. Recommend to the Superintendent/President the process and procedures for institutional self-evaluations and college visitation.

Maintain currency through participation in regional and state organizations.

Recommend agenda items for Board approval attend Board of Trustees' meetings and closed sessions; prepare the Academic Affairs board agenda and supporting materials for the Superintendent/President; recommend new policies or amendments to existing policies to the Superintendent/President; provide information and data as requested; submit academic personnel Board items to the Human Resources Division.

Perform related duties as assigned.

JOB QUALIFICATIONS:

Education and Experience:

Requires a master's degree and equivalent to three years of 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.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

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 and practices of student learning outcomes assessment.

The integration of program review, assessment, budgeting and evaluation.

Principles of class schedule development.

Abilities/Skills:

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 the District.

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

Work effectively with diverse student, staff and community populations.

Communicate effectively orally and in writing.

Supervise the administration of the area budget.

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.

WORKING CONDITIONS:

ENVIRONMENT:

Office work environment.

Attendance at multiple meetings.

Extended periods of sitting.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.