

## **ASSOCIATE VICE PRESIDENT, INSTRUCTION**

### **DEFINITION**

Under administrative direction of the Vice President of Instruction, plans, organizes, and provides administrative direction and oversight for all operations and support functions of the Office of Instruction. Works in partnership with the Associate Vice President, School of Continuing Education, to provide leadership and oversight for development, implementation and analysis of enrollment management strategies, initiatives and efficiencies. Provides highly responsible and complex professional assistance to the Vice President of Instruction in areas of expertise and performs related work as required. Directly represent the Vice President when assigned. Serves as a member of the Instruction Team, and coordinates, and directs communication, information, resources, and personnel to meet the Instructional needs of the college and enhance the effectiveness of academic programs.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Vice President, Instruction. Exercises general direction and supervision over professional, technical, and administrative support staff through subordinate levels of management and supervision.

### **CLASS CHARACTERISTICS**

The Associate Vice President classification oversees, and directs participates in all activities, including planning and development, enrollment management and administration of policies, procedures and services, of the Office of Instruction. This position provides direct assistance and support to the Vice President in a variety of administrative, management, analytical, and liaison capacities. The incumbent is accountable for accomplishing Instructional division planning, goals, and objectives within general policy guidelines. This position is differentiated from the Dean classification in that it assists the area Vice President overall management and responsibility over multiple division, departments, and programs under the area Vice President.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

1. Plan, organize, and direct instructional support functions to assist the Vice President of Instruction in planning, development, and implementation of college processes and Instruction Office support services.
2. Provides leadership in department-wide planning and program development in accordance with mission, goals, and objectives of the College and department. Provides leadership in development and expansion of Guided Pathways program.
3. Provide administrative leadership and oversight for implementation of enrollment management strategies/initiatives/efficiencies. Facilitate development of college FTES and other related Student Centered Funding Formula metrics and targets based on financial and enrollment goals.
4. Develop, disseminate and interpret analytical information related to programs, services, and processes and analytics supportive of educational planning, student learning outcomes, enrollment trends, accreditation, and required internal and state/federal external reports and provide and/or oversee training in these areas.
5. Assess, develop, implement and, evaluate strategies to monitor and improve the quality of educational services. Coordinate the preparation, development, design, composition and dissemination of class schedules, catalogs and a variety of other promotional and informational publications and materials.
6. Provide leadership on designated college committees and task force groups in addressing issues of importance to the college.

7. Assist in ensuring that instructional programs and services comply with established College, State, and Federal standards, requirements, laws, codes, rules, regulations, policies and procedures.
8. Facilitate and enhance governance processes/relationships. Understand and support the role of faculty in participatory governance as delineated in Education Code and Title 5.
9. Collaborate closely with the Academic Senate in reviewing and monitoring curriculum for instructional programs and courses to assure compliance with established curriculum standards and Education Code requirements. Provide program analysis, assist in program development, and plan for curriculum additions, modifications, and deletions.
10. Supervise and evaluate the performance of assigned classified staff and faculty; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions; coordinate staff work assignments and schedules, and review work to assure compliance with established standards, requirements, and procedures.
11. Oversees and participates in conducting a variety of analytical and operational studies regarding assigned departmental and programmatic activities; prepares timely comprehensive technical records and reports, identifies alternatives, and makes and justifies recommendations.
12. Develop and prepare the annual preliminary budget for assigned categorical programs; monitor and analyze operations, activities, programs and courses to determine educational and financial effectiveness and operational efficiency; periodically analyze and review budgetary and financial data; control and authorize expenditures related to these categorical program activities.
13. Direct the preparation and maintenance of a variety of records including annual program review, enrollment management, and curriculum; assure that mandated reports are submitted appropriately according to established timelines.
14. Provide technical information and assistance to the Vice President of Instruction regarding instructional services, activities, needs and issues; participate in the formulation and development of policies, procedures and programs.
15. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and affiliated trainings; prepares and delivers oral presentations and college-wide trainings related to assigned areas if needed.
16. Provide technical guidance and direction for collective bargaining activities as assigned by the position; participate in negotiations with unions and management; maintain confidentiality regarding issues related to negotiations and collective bargaining issues.
17. Provides a working and learning environment that is free from prohibited discrimination, harassment and retaliation (DHR), and provided by applicable law and District policies. Attends District mandated DHR training and participates in DHR investigations as directed. Assists in addressing discrimination and harassment, and retaliation against individuals who bring these complaints forward through recognizing and reporting possible incidents to the College Compliance Officer in Human Resources.
18. Performs other duties as assigned.

## QUALIFICATIONS

Knowledge of:

1. Education policy, ~~and~~ functions and activities, and the ability to develop, oversee, and implement projects and programs in a variety of areas.
2. Instructional techniques and strategies related to assigned instructional departments and courses; Student Learning Outcomes assessment best practices
3. Policies, practices and interventions related to the equitable and just treatment of diverse individuals.
4. Understanding of and sensitivity to meeting the needs of diverse academic, socioeconomic, cultural, linguistic, disability and ethnic backgrounds of students, community members and employees.
5. Principles and practices of effective administration, supervision, evaluation, and training.
6. Principles, practices, procedures and techniques involved in the development and implementation of curriculum standards and instructional programs, services, plans, strategies, processes, systems,

projects, courses, goals and objectives.

7. Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
8. Budget development, administrative practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
9. Technical, legal, financial, and public relations issues associated with the management of services and programs in the Office of Instruction.
10. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned programs, projects, and operations.
11. Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
12. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.
13. Principles and procedures of record keeping, technical report writing, and preparation of correspondence and presentations.
14. Modern office practices, methods, and computer equipment and applications.

Skills & Abilities to:

1. Demonstrated ability to work effectively and cooperatively with diverse constituencies within a participatory governance environment.
2. Analyze situations accurately and adopt an effective course of action; plan, prioritize, and organize work; meet schedules and timelines.
3. Make independent decisions within legal and general policy and regulatory guidelines.
4. Identify resources and develop grant or special project applications in partnership with Grant's Office.
5. Plan, organize, coordinate, evaluate and direct college-wide instructional operations, activities, programs, and services.
6. Represents the assigned departments to other College divisions and departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
7. Coordinate and direct communications, educational planning activities, program development functions, courses, curriculum and information to meet College and student needs and enhance the educational effectiveness of the College.
8. Direct and participate in the development, analysis, and implementation of College programs, services, plans, strategies, processes, systems, projects, courses, goals and objectives.
9. Recommend course amendments and curriculum changes as appropriate.
10. Provide consultation and technical expertise concerning college operations and activities.
11. Direct the maintenance of a variety of reports, records and files related to assigned activities; prepare comprehensive narrative and statistical reports.
12. Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.
13. Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
14. Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
15. Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
16. Conduct effective negotiations and effectively represent the department in meetings with governmental agencies and various educational, businesses, professional, regulatory, and legislative organizations.
17. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.

18. Responds to difficult and sensitive student, faculty, and public inquiries and complaints and assists with resolutions and alternative recommendations.
19. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **Education and Experience:**

1. Master's degree from a regionally accredited college or university with major coursework in any academic discipline.
2. Three (3) full-time equivalent years of increasingly responsible administrative experience programs in higher education equivalent to an associate dean level or higher with direct oversight and supervision of an instructional division.

### **Desirable Qualifications:**

1. A minimum of three (3) years as an instructor at the college level.
2. Previous experience with curriculum development and innovation; design and implementation of planning, research and assessment activities; utilization of enrollment management in schedule planning and analysis.
3. Previous experience with accreditation processes, including development of self-study, evidence collection and organization, and related reports.
4. General understanding of various facets of information technology and knowledge management support systems and Student Learning Outcome design, development, implementation and assessment.
5. Demonstrated support for faculty and staff professional development.

### **PHYSICAL DEMANDS**

This is primarily a sedentary office classification although movement between work areas may be required. Must be able to work in a standard office and classroom setting; communicate with individuals at various campus sites; understand and comprehend written and electronic materials; and the ability to receive, review, and respond to communications in person, before groups, and over and through various media. Positions in this classification occasionally may need to physically reach, push, and pull drawers open and closed to retrieve and file information.

### **ENVIRONMENTAL ELEMENTS**

Incumbents work in an office and classroom environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents may interact with upset staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.