

## **EXECUTIVE VICE PRESIDENT**

### **DEFINITION**

The Executive Vice President will be responsible for leading and integrating the instruction and student services operations. This person will be responsible for supervising the Academic and Student Services programs at our institution.

### **SUPERVISION RECEIVED AND EXERCISED**

The Executive Vice President will report directly to the College President and will supervise and work directly with the administrative staff, including deans overseeing a variety of areas in instruction and student services. This position will provide leadership in the areas of instruction, student engagement, student services, Career-Technical Education (CTE), and student support services. Ensures that the instructional, student services, CTE, and student support services/programs reflect the educational philosophy and institutional goals of the College and the District. Serves as the Accreditation Liaison Officer and ensures that accreditation standards are met. Provides overall leadership for student success, student engagement, student learning, curriculum development, program review, budget development and implementation and will work closely with participatory governance groups and committees. Supports a climate that promotes innovation and improved service to students and the community; cooperates with area staff, faculty and other managers to develop processes that are student friendly and supportive of student success.

### **ESSENTIAL DUTIES**

- Directs, leads, plans, organizes, implements and administers instructional, student services, and CTE program and activities.
- Provides leadership using creative problem solving and team building techniques for developing and implementing instructional, student services, and CTE plans, goals, and priorities.
- Serve as a member of the President's Cabinet and other committees as assigned.
- Supervise the preparation and submission of program budgets to the President for approval.
- Support institutional research related to student learning, student success, development of outcomes and provides leadership for new and revised programs.
- Coordinate, supervise and direct the preparation of the schedule of classes, college catalog, course outlines and related materials.
- Supervises the curriculum development process including review and revision in conjunction with the Academic Senate.
- Participate in the hiring, evaluation, retention or dismissal of members of instructional and student services staff.
- Assist faculty and others, where appropriate, in the development of Student Learning Outcomes (SLOs), Service Area Outcomes (SAOs), Administrative/Area Unit
- Outcomes and the determination of their effectiveness in helping students and the College achieve desired outcomes.
- Act as a liaison to other management in the District and to state colleges, universities and other community colleges on matters related to instruction, student services, CTE, student development and support.
- Collaborate with the Academic Senate and management staff regarding Professional Development Days.
- Compile and assess data and maintain adequate documentation for internal analysis of instructional, student services, and CTE programs.
- Interprets and analyzes pertinent educational laws, legislation, policies, regulations and procedures to determine impact on the College and to formulate compliance and reporting strategies.

- Recommend institutional policy, practices, structures, etc. and supervise the development of, revision to, or new policies, practices, structures, etc. related to assigned areas.
- In coordination with the Director of Human Resources, adheres to contractual obligations affecting faculty, including faculty evaluation, tenure review, retention, discipline and dismissal.
- Assist in the development and implementation of the District's Educational and Facilities Master Plan.
- Initiate and coordinate program review.
- Act as the college's Accreditation Liaison Officer (ALO) and assists college programs to address issues related to Accreditation.
- Develops systems for an on-going and systematic review and enhancement of programs related to achieving institutional goals and effectiveness.
- Participates in strategic planning and ensures College goals set are achieved.
- Serves as the Chief Instructional Officer (CIO) and Chief Student Services Officer (CSSO) for the college.
- Assumes charge of the College when the President or other acting administrator is away from the campus.
- Facilitate articulation of college instructional programs with district area high schools, local, state, deferral agencies, four-year institutions and community based agencies.
- Oversees research and submission of grant applications and proposals to federal, state, foundation and other funding agencies, to augment college resources for educational programs and services.
- Ascertains and meets College and community educational needs by communicating effectively with managers, supervisors, faculty and staff and the service area community.
- Travels throughout the District in carrying out responsibilities and functions.
- Perform related duties as assigned.

## MINIMUM QUALIFICATIONS

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The Education/Experience, Knowledge and Ability requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.*

### Education and Experience:

- **Education:** A Master's degree from an accredited institution related to the administrative assignment.
- **Experience:** A minimum of 3 years of formal training, internship or leadership experience related to the administrative assignment. Direct leadership experience with academic and/or student services processes and operations. Sensitivity to and an understanding of a diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

### Knowledge of:

- California Education Code and California Code of Regulations as it pertains to community colleges.
- Both student services and instructional services.
- Principles of functional leadership, training, and performance evaluation.
- Required skills for organizing work and building an effective team to respond to student needs.
- Demonstrated effectiveness in leading and motivating managers, faculty, and staff with a collaborative style in a collegial and participatory governance environment.
- Advanced interpersonal and communication skills to deliver formal and influential presentations, build effective teams, review performance, and exercise a unique sensitivity to the needs and interests of a diverse student population.

**Ability to:**

- Independently perform assigned critical and highly complex senior management level duties with effectiveness, accuracy, and promptness.
- Learn and maintain knowledge of State and Federal laws and regulations related to education and ensure compliance. Ability to provide leadership and direction in instructional innovation and technology.
- Demonstrate commitment to the continued improvement of teaching and learning.
- Create and maintain high staff morale to achieve consensus while demonstrating sensitivity to and understanding to the college's diverse populations of students and staff.
- Be a fair-minded, ethical, and honest leader with excellent interpersonal and communication skills oral and written.
- Lead and accept responsibility.
- Be open to change and new instructional and student services' methods.
- Develop and monitor budgets and maximize financial resources.
- Work cooperatively and productively with others.

**Desired Qualifications:**

- Teaching, counseling or related experience in a higher education environment, preferably in a community college.
- Experience with the management of instructional areas in a higher education environment, including enrollment management, scheduling, curriculum development, supervision, and evaluation.
- Experience with the management of student services areas in a higher education environment, including outreach, admissions, financial aid, articulation, program development, supervision, evaluation, etc.
- Demonstrated knowledge of the accreditation process, including familiarity with standards eligibility requirements, and the ongoing development of efforts to support institutional compliance.
- Experience with the development and assessment of student learning outcomes (SLOs) and administrative unit outcomes (AUOs); knowledge of the connection between assessment outcomes and efforts for continuous quality improvement.
- Knowledge of and experience with strategies to promote student success and equity.

**LICENSES AND CERTIFICATES:**

- Possession of a valid California Motor Vehicle Operator's License

**PHYSICAL AND MENTAL STANDARDS\*:**

- **Mobility:** ability to sit for long periods, move about an office, stand occasionally, reach above and below desk level.
- **Dexterity:** fine manipulation sufficient to operate a keyboard, handle individual papers, write and take notes.
- **Lifting:** occasional lifting of papers, files, equipment and material weighing up to 25 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments.

*\*Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.*

**TYPICAL WORKING CONDITIONS**

- Work is generally performed in a standard office environment
- Work may require occasional evening and weekend hours.
- Travel within and outside of the district is required.

*Class Adopted: 7/1/26*

*Class Amended:*