

**Vice President, Instruction
Cerro Coso College
Kern Community College District
JOB DESCRIPTION**

Definition

The Vice President, Instruction, reports to the President of the College and is the chief instructional officer and is responsible for providing effective leadership and direction to all elements of college academic affairs.

Examples of Duties

1. Planning, developing, and implementing innovative programs in order to provide a rich and supportive student learning environment.
2. Determination of community needs.
3. Developing policies and procedures related to academic faculty and programs.
4. Leading the educational planning processes and the maintenance of the Educational Master Plan.
5. Assessment of student learning and of both program outcomes and institutional effectiveness.
6. Identifying and assisting in the acquisition of instructional resources.
7. Administration of the curriculum development, approval, and review processes.
8. Development and maintenance of partnerships with business, government agencies, high schools, other community colleges, and universities in the planning and delivery of educational programs.
9. Preparation of the class schedule, College catalog, and other publications.
10. Assignment of academic staff.
11. Enrollment management.
12. Supervising the allocation and management of instructional budgets.
13. Selection, supervision, and evaluation of administrative and support staff.

Examples of Duties (continued)

14. Academic grant prospecting, development, and management.
15. Articulation of instructional interests, achievements, and needs both within the College and to the community at large.
16. Coordination with student services programs.
17. Serves as the chief instructional office of the College.

Qualifications

- Master's Degree from accredited college/university
- Five years of increasingly responsible college-level instructional administrative experience
- Three years of college-level teaching experience
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

Desirable Qualifications:

Earned Doctorate Degree

Knowledge and Abilities

Knowledge of:

- Mission of the California Community Colleges.
- Community college instructional programs, regulations, and policies.
- Principles of employer-employee relations.
- Principles of college management.
- Establish and maintain effective working relationships.
- Understand and support the development of a learner-centered instructional program.
- Provide leadership and support for faculty and administrators in the development and implementation of outstanding instructional programs and innovative approaches to successful student learning.
- Effectively communicate orally and in writing.
- Understand the uses of instructional and administrative technology and encourage its appropriate use.

Knowledge and Abilities (continued)

- Work collaboratively and productively with faculty, administrators, support staff, and the community.
- Effectively work within a system of participatory governance
- Effectively work with academic, occupational, developmental, and entrepreneurial programs in a multi-campus environment.

Ability to:

- Interpret laws, rules, and regulations relating to community colleges.
- Formulate policies and procedures.
- Manage the operation of a complex organization serving different communities over a large geographical area.
- Administer complex budgets.
- Manage multiple priorities and projects.
- Coordinate and facilitate meetings.
- Lead change in a productive and positive manner.
- Foster teamwork and to establish internal and external consensus.
- Effectively represent the College in the community, regionally, and statewide.
- Understand contemporary issues in higher education.

Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1

Often—51-75 percent = 3

Occasional—25-50 percent = 2

Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
4	Ability to work at a desk, conference table or in meetings of various configurations.
1	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
3	Ability to communicate so others will be able to clearly understand a normal conversation.
1 or 2	Ability to lift 10 pounds.
1 or 2	Ability to carry 10 pounds.
4	Ability to operate office equipment.

Status/Rationale

This is an educational administrator position. This position has direct responsibility for formulating and implementing policy regarding the instructional and student services program of the Colleges and the District.

Signatures/Approval

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)