

**Associate Vice President
Bakersfield College
Kern Community College District
JOB DESCRIPTION**

Definition

Under the direction of the assigned Vice President, the Associate Vice President is responsible for providing effective leadership and management associated with quality and innovative instructional programming, while coordinating enrollment management strategies, promoting a guided pathways framework in support of teaching excellence and student learning, facilitating continuous improvement of the college's programs and student services by advancing principles in support of student success, and compiling, analyzing, and developing reports and making recommendations to the assigned Vice President to achieve institutional goals.

Examples of Duties

1. Provides leadership in department-wide planning and program development in accordance with mission, goals, and objectives of the College.
2. 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.
3. 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, services, catalogs and a variety of other promotional and informational publications and materials.
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. Provide leadership in development of new programs (e.g., certificates and degrees), encompassing credit and noncredit courses to address the needs of industry and to meet community needs.
6. Provide leadership on designated college committees and task force groups in addressing issues of importance to the college.
7. Assists with the process for systematic review and evaluation of Faculty and Classified Staff in assigned areas of responsibility, including the development and

Example of Duties (continued)

monitoring of outcomes and plans of action for improvement; 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.

8. Direct the preparation and maintenance of a variety of records including, but not limited to annual program review, enrollment management, curriculum; assure that mandated reports are submitted appropriately according to established timelines. Contributes to formulation of the college's Strategic Plan and Educational Master Plan.
9. Initiates a comprehensive report on Program Reviews, including an analysis of the implications for budget, goals, staffing, facilities and equipment needs. Provides information of the College's ability to address the needs of career and transfer interests.
10. Assists the Vice President with the institutional accreditation process and supports development of all associated reports necessary to maintain the college's accreditation status. Conducts educational research and participates in college processes that contribute to the college's self-evaluation and midterm reports.
11. Supports and assists with the collective bargaining process and related activities associated with the Community College Association (CCA) and California School Employees Association (CSEA) negotiations.
12. Works with Faculty and Staff to resolve student issues related to academic issues and complaints in compliance with Board and College policies and procedures under the direction of the Vice President.
13. Communicates with District administrators and provides reports and analysis as needed; prepares or assists with the preparation and oversight of federal and state report requests as required while ensuring compliance with local, state, and federal laws and regulations.
14. Works closely with Student Services, Admissions & Records, Financial Aid, Counseling, Outreach and School Relations, and other programs and services to enhance the retention and success of students.
15. Performs other related duties as assigned.

Qualifications

Minimum Qualifications

- Master's Degree from an accredited College/University
- Five years of full-time experience in teaching and/or administration, including at least three years of college-level instructional administrative leadership experience
- Demonstrated sensitivity to and an understanding of the diverse academic socioeconomic culture, ethnic, and disability backgrounds of community college students and employees

Desirable Qualifications

- Earned Doctorate from an accredited Institution
- Community College Faculty and Administrative experience

Knowledge and Abilities

Knowledge of

- mission of the California Community Colleges
- Community College instruction programs, regulations, and policies
- principles of employer-employee relations
- principles of college management
- technology in the delivery of instruction and student services
- distance learning methodologies and management
- innovative teaching and learning strategies

Ability to

- analyze situations accurately and adopt an effective course of action; plan, prioritize, and organize work; meet schedules and timelines
- Interpret, apply, and explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations
- Identify resources and develop grant or special project applications
- uniformly implement district and college policies, procedures, and collective bargaining agreements
- plan, implement, and monitor budgets in an educational environment
- compile clear and accurate reports and surveys for continuous data-informed improvement
- manage multiple priorities and projects

Knowledge and Abilities (continued)

- coordinate and facilitate meetings
- communicate effectively and persuasively orally, in writing, and using technology
- facilitate and enhance participatory governance relationships
- work collaboratively with students, staff, faculty, administrators, and the community to establish and maintain effective working relationships
- foster teamwork and lead change in a productive and positive manner
- effectively work within a system of participatory governance
- 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 develop external partnerships to achieve broader aims for student success

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
Occasional—25-50 percent = 2

Often—51-75 percent = 3
Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
3	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)