

# **Imperial Valley College**

## **Vice President for Academic Services**

### **DEFINITION:**

Under the direction of the Superintendent/President, the Vice President for Academic Services serves as the Chief Instruction Officer (CIO) and Accreditation Liaison Officer of the college and is responsible for the overall design, organization, delivery, supervision, evaluation, and fiscal management of a comprehensive instructional program, including general education, transfer programs, career technical and occupational programs, basic skills, non-credit, contract education and community education programs and all learning support areas within the college district. This includes program review and improvement, institutional accreditation and self-evaluation, assessment of student learning and advancement of students' success, academic personnel decisions, budget development and fiscal accountability, enrollment management, program and curriculum development, and the encouragement and improvement of teaching and learning. As a direct report to the Superintendent/President, the Vice President may be assigned additional related responsibilities as part of the executive management team.

### **EXAMPLES OF DUTIES:**

- Leads and collaborates with the Instructional Management Team to plan, organize, administer, and evaluate the college's curriculum, instructional programs, and learning resources / outcomes. Provides strong, dynamic academic and administrative leadership, while fostering a collegial environment which encourages quality teaching, adherence to accreditation standards, and learning excellence.
- Advocates and promotes quality instruction, student success, integrated planning, and the expansion of Student Learning Outcomes to meet the educational needs of students in a diverse community college environment.
- Oversees the faculty evaluation and tenure process. Trains, supervises, evaluates, and directs the work of assigned personnel. Facilitates the evaluation of faculty and staff to ensure educational quality and achievement of related goals.
- Provides leadership and oversight for enrollment management strategies, initiatives and efficiencies, including but not limited to: schedule development, monitoring of enrollment trends, program health, and related student registration processes.
- Works collaboratively with the business office to develop, monitor, and modify the Academic budget according to the mission, established procedures, and resource allocation priorities. Participates in the planning of new facilities for the purposes of instruction and learning services.
- Works collegially with the Academic Senate and serves as an Ex-Officio Member of the Senate regarding the planning, implementation and review of academic programs, services, activities and related matters within the purview of the Academic Senate.
- Represents the district as the Chief Instructional Officer at meetings and conferences, serves as district representative on committees, commissions, and other activities, and makes presentations at meetings, workshops and events as assigned.

- Oversees the development of community education, contract education, auxiliary educational programs and apprenticeship programs. Reviews grant opportunities and support applications for new grants; oversees implementation of grants within the Academic Services area; completes other duties as assigned by the Superintendent/President.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge and experience in Curriculum development and innovation.
- Knowledge and experience in accreditation self-evaluation and service on an accreditation evaluation team.
- Knowledge of and experience in Enrollment Management processes and strategies.
- Experience in development and management of complex budgets.
- Knowledge of experience in Student Learning Outcomes (SLO) design, development, implementation, and assessment.
- Experience in working with college governance groups in a collective bargaining environment.
- Understands and promotes the role and use of technology in the instructional environment.
- Knowledge of State and Federal codes, statutes and regulations that govern California
- Community College instructional, student support, auxiliary, and other student learning programs, including those relevant to the role of the Faculty Senate in issues of participatory governance.
- Ability to interpret, apply and explain rules, regulations, policies and procedures.
- Ability to work collaboratively and effectively with other members of the IVC community.

**MINIMUM QUALIFICATIONS:**

- A Master’s degree from an accredited institution.
- Demonstrated senior administrative level leadership and experience in higher education.
- Demonstrated sensitivity to and understanding of diverse academic, socioeconomic, culture, gender, sexual orientation, disability, and ethnic/racial backgrounds of community college students.

***DESIRED QUALIFICATIONS:***

- An earned doctorate from an accredited institution.
- Three years teaching experience in higher education with a demonstrated student-centered philosophy of education.
- Demonstrated commitment to academic quality and standards.
- An understanding of the California Community College mission, its educational and financial issues, the laws and regulations of California, and the changing role of Community Colleges.
- Demonstrated experience with strategic planning, strong fiscal management linking resource allocations to planning and priorities.

**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

<b>Ratings</b>	<b>Essential Physical Requirements</b>
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 services of the College and the District.