

VICE PRESIDENT/ASSISTANT SUPERINTENDENT, INSTRUCTION
EDUCATIONAL ADMINISTRATOR

JOB DESCRIPTION

The Vice President/Assistant Superintendent, Instruction, is the chief instructional officer of the college providing direction and leadership for instructional programs and staff; is responsible for the recruitment, selection, assignment and evaluation of all instructional staff; for the coordination of use of instructional facilities; and for the preparation and administration of the instructional budget. Serves as acting Superintendent/President as required or assigned.

SCOPE

The Vice President/Assistant Superintendent, Instruction, under the general direction of the Superintendent/President, directs all credit and noncredit instruction, disabled student services, library/instructional support services, and community education.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Directs curriculum activities, planning and development for instructional programs and services.
2. Directs the occupational education program and related services.
3. Directs the evaluation of instructors and instructional staff.
4. Recommends for employment all instructional staff and directs the assignment of faculty and instructional support staff.
5. Coordinates the instructional activities of the college with the other major components of the institution.
6. Directs the utilization of instructional facilities.
7. Chairs or provides for chairing of instructional related councils and committees.
8. Serves on district/college committees as required or assigned.
9. Assists in the preparation of the district budget and prepares annual budget requests for the overall instructional program and controls the instructional budget.
10. Represents the college in relationship with other community colleges, educational institutions, and the community.
11. Directs preparation of the college catalog and class schedule.
12. Provides for staff development of instructional staff.
13. Provides leadership to ensure collegiate caliber instruction.
14. Directs the instructional research program of the college.
15. Recommends the allocation of academic and classified positions.
16. Recommends the purchase of and directs the maintenance of instructional equipment.
17. Directs the articulation and matriculation activities of the college.
18. Directs the application for and management of instructional program grants.
19. Supervises and evaluates assigned academic and classified staff.
20. Directs management of the collective bargaining agreement as it relates to the instructional program and staff.
21. Participates in and supports the accreditation process.
22. Directs a regular process of. course and program review.
23. Performs related duties as required or assigned.

QUALIFICATIONS

Education and Experience:

California community college credential authorizing administrative service at the community college level or meet the state minimum qualifications for an educational administration which include possession of a Master's degree from an accredited institution; four years of successful experience as an academic administrator (senior level academic administrative experience preferred); successful college teaching experience, preferably at the community college level.

Knowledge and Abilities:

Knowledge of and commitment to the community college philosophy; effective oral and written communication skills; demonstrated ability to perform the duties effectively as described above; good verbal and written communications skills, ability to work under the pressure of deadlines and other administrative demands, and possesses good organizational skills; ability to communicate well with students of diverse academic, ethnic, socioeconomic, and cultural backgrounds, including students with disabilities; ability to work cooperatively with others; competence in planning and evaluation, fiscal and program management, employee contract administration and facilities planning; ability to train, supervise and evaluate assigned staff, expertise in the teaching and learning process, dedication to academic excellence, competence in development and evaluation of academic programs and professional personnel, and ability to promote instructional innovation; effectiveness in leading and motivating faculty and staff and in communicating and working with others to implement instructional and institutional goals in an environment of collegiality and shared governance; and commitment to staff diversity, including staff equity and equal opportunity.

Desirable: An earned Doctorate degree is desirable.

AUTHORITY/RESPONSIBILITIES

The Vice President/Assistant Superintendent, Instruction, directly supervises the Dean of Transfer Education, the Dean of Occupational and Community Development, the Instructional Program Coordinator, the Instructional Program Analyst and Confidential Executive Assistant. In addition, the Vice President/Assistant Superintendent, Instruction, supervises the division chairpersons, the Library/Learning Resources Director, the Director of Student Development, and the Director, Watsonville Center.

Adopted: February 1, 1988

Revised: August 5, 1996

JDINSTVP.WPR\BOARD.DSK
(Personnel Services)

