

# BUTTE-GLENN COMMUNITY COLLEGE DISTRICT

## CLASS TITLE: VICE PRESIDENT FOR INSTRUCTION

M189.300

**BASIC FUNCTION:** Under the direction of the Superintendent/President, the Vice President for Instruction leads the overall design, organization, delivery, supervision, evaluation, and fiscal management of the educational programming of the District. Provides collaborative and decisive leadership, motivation, and direction for teaching excellence and student learning to promote academic success. Builds bridges with the College, its faculty and staff in order to respond to the educational needs of students and the community at large. Assures academic excellence in both ongoing and developing educational programs. Supervises administrative team, faculty, and staff within a broad framework of standard policies and procedures. Develops partnerships with business, industry, government, schools, colleges, and other agencies to plan and implement the highest quality and currency in educational programs. Ensures compliance with local, state, and federal laws and regulations.

**DISTINGUISHING CHARACTERISTICS:** Every administrator with the District is expected to be: a creative, innovative, energetic instructional leader; a technologically sophisticated professional who is skilled in various technology applications; a leader who possesses interpersonal skills and qualities, including a can-do optimistic attitude, creativity, ambition, sensitivity, honesty, integrity, fairness, flexibility, a sense of humor, an entrepreneurial nature and a tolerance for ambiguity; an experienced academic committed to continuous improvement; a visible, accessible and collaborative educator who encourages and acknowledges the contributions of others, who is willing to be a risk taker and create an environment that is open to new ideas; a supporter of consistent and ongoing professional development initiatives, in pursuit of the District's strategic goals; a fair-minded, ethical, and honest leader with excellent interpersonal and communication skills and the courage and integrity to lead and accept responsibility; a leader knowledgeable of and able to apply management theories and practices, learning theories and practices, and community college finance; a capable planner who can systematically allocate resources to further institutional goals, evaluate the results of the allocations, and develop strategies for continued development; and a skilled leader adept in planning for the emerging needs of the District.

**REPRESENTATIVE RESPONSIBILITIES:** *(The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated below with an asterisk\*.)*

- \*1. Serves as Chief Instructional Officer of the District. Provides strategic vision, policy analysis, and organizational support to instructional programs and services and sets the tone for advancing the economic growth and global competitiveness of the District through education, innovative collaborations, training and services, and strategic business partnerships.
- \*2. Serves on the Superintendent/President's Leadership Team. Leads, analyzes, anticipates, and envisions the needs of the District from a district-level instructional perspective. Exercises sound judgment, makes decisions, and solves problems quickly based on experience, alternatives, research, and information as well as how one decision influences and impacts another outcome.
- \*3. Establishes and effectively communicates goals and action priorities that support the District's mission and learning objectives.
- \*4. Administers the overall design, organization, delivery, supervision, evaluation, and fiscal management of District's instructional programs in accordance with established philosophy and policies. Coordinates and analyzes the effective integration of program design while maintaining fiscal efficiency.
- \*5. Inspires and encourages innovation in teaching and learning. Promotes and ensures high quality instructional programs and services consistent with accreditation standards and best practices. Leads the development, planning, designing, implementation, and continuous refinement of the District's instructional offerings.
- \*6. Strategically initiates long-range planning for the District's educational plan that supports the needs of the community. Ensures that instructional programs, activities, and opportunities are current, responsive, balanced, innovative, and effective in the areas of general, transfer, vocational, and developmental education, including non-traditional programs and courses as well as basic skills and workforce initiatives. Directs and approves the preparation and revision of the college catalog, class schedules, and faculty handbook.
- \*7. Serves as the District's accreditation liaison officer. Ensures that action plans and program review processes for academic and instructional support programs are completed and evaluated in a thorough and timely manner and those results are integrated into the strategic staffing, facilities, and budgetary planning processes of the district.
- \*8. Leads and inspires vision to curriculum development for the District. Leads and directs systematic processes for evaluating curriculum adequacy and effectiveness. Facilitates the development of new programs, courses, and curriculum revisions in conjunction with academic deans and directors. Initiates feasibility studies and the development of new curriculum areas that are clearly derived from student and community needs.

- \*9. Provides leadership in building and maintaining articulation and collaborative activities with other institutions (K12 and higher education), public agencies and boards, as well as with business and industry. Develops partnerships with community organizations that support the District's mission and goals.
- \*10. Initiates, researches, and develops enrollment management strategies. Works with Instructional and Non-Instructional Deans to allocate teaching units, maximization of Weekly Student Contact Hours, and balancing general education, basic skills, transfer, adult and vocational education. Provides instructional support of the enrollment management process by ensuring the College provides coursework that meets the needs of students and within budget and staffing limitations.
- \*11. Leads, supervises, develops, and supports instructional administrators and staff through appropriate hiring, evaluation, retention, and succession management. Sets expectations for performance and standards of excellence consistent with established district goals and objectives.
- \*12. Understands and is committed to serving our diverse student population and ensuring equity and inclusion in our instructional program offerings and diversifying faculty demographics.
- \*13. Understands funding models and directs budget development with academic deans and directors. Prioritizes budgets as they relate to needs of divisions and services to support the goals of the District and assures fiscal accountability.
- \*14. Oversees Institutional Research. Assesses data related to instruction and student services and assumes responsibility for the preparation and submission of reports required by local, state and federal agencies. Establishes and maintains relationships, provides leadership and coordination with the California Community College Chancellor's Office in matters related to instruction as well as institutional research.
- \*15. Ensures compliance with federal and state regulations, Education Code, Board policies and procedures. Initiates recommendations of revisions to, and provides leadership in the development of, those policies and procedures related to the educational programming of the District. Assists in developing new or revised policies and formulating strategies to improve the performance and function of the District. Assures that the highest legal and ethical standards are maintained and clearly communicated to subordinate personnel. Works with legal counsel for issue interpretation, advice and/or action as needed.
- \*16. Works collegially with participatory governance committees, college personnel, and constituencies in accordance with board policies and collective bargaining agreements of the district.
- \*17. Works cooperatively and provides leadership to the development of partnerships with business, industry, government, schools and colleges and other agencies in the planning and implementation of educational and student support programs. Initiates and fosters successful business relationships with other educational entities, public and private sector agencies, and the community at large.
- \*18. Represents the college in economic development and community-based partnerships, working closely with community leaders and business and industry groups to maintain and enhance the role the college plays in the economic development of the community. Attends a variety of meetings, special events, and collaborative initiatives as opportunities present themselves or are created by the Vice President for Instruction.
- \*19. Serves on relevant campus-wide committees including College Council, Planning and Budget, Enrollment Management and Curriculum Committee. Leads Learning Council.
- \*20. Makes written and oral presentations on behalf of the District.
21. Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS:****● EDUCATION AND EXPERIENCE:**

- Master's Degree in an appropriate discipline from an accredited college or university; **AND**
- Three (3) years of formal training, internship or leadership experience reasonably related to the administrator's administrative assignment.

**● CERTIFICATES, LICENSES, REGISTRATION AND OTHER REQUIREMENTS:**

- Hold and maintain a valid driver's license throughout duration of employment with the District.

**DESIRED QUALIFICATIONS:**

- Doctorate degree from an accredited college or university.
- Five (5) years of successful community college administrative experience within the area of instruction or equivalent.
- Teaching experience at the community college level or equivalent.
- Experience in the negotiations process.
- Experience with both academic and occupational education programs in public education.
- Experience with a variety of delivery methods of instruction including distance education.
- Experience setting up college centers/ancillary instructional centers.
- Demonstrated commitment to student equity and diversity and inclusion.

**KNOWLEDGE, SKILLS, AND ABILITIES: (May be acquired through education, training and/or experience.)****Knowledge of:**

Demonstrated experience in the following:

- Using Online Educational Resources (OER)
- Leading the development and implementation of instructional programs
- Implementing enrollment management strategies
- Representing and advocating for the District at the state-wide level
- Analyzing and preparing complex board agenda items
- Working cooperatively and developing partnerships with business, industry, government, schools, colleges and other agencies
- Applying technological applications
- Serving the diverse student population of the community colleges; commitment to access, success and equity
- Evaluating instructional programs
- Working with collective bargaining agreements

Knowledge of:

- The mission of the California Community College System
- Teaching and learning strategies
- Professional communication strategies
- Executive level leadership strategies

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Provides direct supervision of and performance management for a large, diverse staff.

**PHYSICAL EFFORT:**

Normal office environment.

**CONTACTS:**

Faculty, staff, administrators, students and the general public.

**WORKING CONDITIONS:**

Normal office environment. Some travel is required

**NOTE: THIS CLASS IS EXEMPT UNDER FLSA PROVISIONS.**

Butte-Glenn Community College District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Butte-Glenn Community College District will provide reasonable accommodation to qualified individuals. Butte-Glenn Community College District encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.