PALO VERDE COMMUNITY COLLEGE DISTRICT

VICE PRESIDENT
OF INSTRUCTION & STUDENT SERVICES

NATURE OF THE ASSIGNMENT:

Under the supervision of the Superintendent/President, the Vice President of Instruction and Student Services serves as the Chief Academic Officer of the District and provides administrative leadership and operational supervision of all Instructional and Student Services programs.

EXAMPLES OF DUTIES & RESPONSIBILITIES:

1. Serve as a member of the Superintendent/President's executive cabinet and management team.
2. Provide transparent leadership and managerial vision and direction, including educational master planning, accreditation compliance, area and institutional budget development, goal setting, academic and student support advancement, implementation, coordination, evaluation and accountability for all areas of responsibility.
3. Provide leadership in the recruitment, retention, training, and evaluation of full and part-time staff in all areas of responsibility.
4. Work collaboratively with the Academic Senate, union leadership, managers and students to effectively resolve instructional or student services issues or concerns.
5. Recommend to the President hiring selections of staff for Instruction and Student Services positions through established processes.
6. Develop and implement conscientious budgets and ensure fiscal responsibility.
7. Maintain a current understanding and stay abreast of the trends of each instructional and student service program offered by the College including face-to-face, distance education, and on-line instructional programs and student support services.
8. Direct and supervise the development, evaluation and improvement of course outlines, course objectives, program reviews, and Student Learning Outcomes.
9. Provide leadership in the development of the college catalog and class schedules based on FTES calculations, student and community needs.
10. Interpret, articulate, implement and monitor district compliance with district policies and procedures and further implement state and federal regulations.
11. Plan, implement and foster a philosophy of data-driven decision-making through the collection and utilization of data generated through internal and external needs assessment, trend data, FTES calculations, 50% Law calculations and institutional

research as appropriate to instructional and student service programs and provide reports to the designated areas of supervision and campus-wide.

12. Coordinate with the Director of Information Technology, the planning, implementation and training needed relative to instructional and student support technology and telecommunications.
13. Provide opportunities for faculty and staff in-service training and professional development.
14. Develop and maintain collaborative relationships with local schools, colleges, universities, and community organizations.
15. Serve as chair or member of committees as appropriate to carry out the responsibilities of the position.
16. Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

1. Master's Degree from a regionally accredited institution
2. One year full-time experience and a record of achievement in an Academic Administrator position at a post-secondary institution
3. Three years successful full-time teaching or full-time work in an area of Student Services
4. Demonstrated achievement in building and developing educational programs and services within a system of shared governance
5. Demonstrated ability to communicate effectively both orally and in writing
6. Personal characteristics necessary for working with students, employees and the public in a senior administrative capacity
7. Demonstrated commitment to the mission and goals of a comprehensive community college
8. Possess a vision for promoting student success and persistence
9. Demonstrated successful experience providing programs for students with diverse educational and economic backgrounds in a setting in which cultural diversity is valued

PREFERRED QUALIFICATIONS:

1. An earned doctorate from a regionally accredited institution
2. Experience in a collective bargaining setting
3. Experience in the California Community College system
4. Experience with non-traditional methods of instruction including online instruction
5. A background in the development, assessment and recording of course, program and institutional Student Learning Outcomes

SALARY

1. Salary will be on Row 7 of the college's Academic Administrator pay schedule with placement appropriate to experience.
2. The college offers an attractive package of fringe benefits including district paid medical/hospital, dental and vision care and group life insurance.