

## **PALOMAR COMMUNITY COLLEGE DISTRICT**

### **ASSISTANT SUPERINTENDENT / VICE PRESIDENT INSTRUCTION**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

#### **DEFINITION**

Administers and supervises all instructional services and programs of the College, which include the Divisions of Arts, Media, Business & Computing Systems; Career, Technical & Extended Education; Languages & Literature; Library/Media Center; Mathematics, Natural & Health Sciences; and Social & Behavioral Sciences; responsible for Faculty Professional Development; provides educational leadership to all faculty and instructional staff and is responsible for supporting the values and implementing the mission of the College; promotes collegial decision-making in instruction planning and in developing systems, policies and procedures with a focus on quality student learning and a commitment to student success.

#### **SUPERVISION RECEIVED AND EXERCISED**

This position receives direction from the Superintendent/President and exercises supervision over the Divisions of Arts, Media, Business & Computing Systems; Career, Technical & Extended Education; Languages & Literature; Library Media Center; Mathematics, Natural & Health Sciences; Social & Behavioral Sciences; Academic Technology Resources Center; and other assigned staff.

#### **ESSENTIAL FUNCTIONS**

*Essential duties and other important responsibilities/duties may include, but are not limited to, the following:*

1. Instructional Program Development and Direction
  - Develop annual goals and objectives for Instruction.
  - Coordinate and update the educational master plan of the College.
  - Facilitate the development and revision of the College curricula.
  - Evaluate and recommend improvements in instructional programs and community service activities.
  - Coordinate and recommend instructional grant projects and externally funded instructional programs and develop research projects as needed.
  - Plan schedule of classes and monitor class size in accordance with District policy and sound educational practice.
  - Administer other areas/tasks as assigned by the Superintendent/President and assume the duties and responsibilities of the Superintendent/President when requested to do so.

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2. Administrative Responsibilities

- Develop, implement and monitor the overall budget for Instruction.
- Support, implement and promote compliance with the District's faculty and staff diversity plan in all aspects of employment and education.
- Recommend appropriate levels of staff in all instructional areas.
- Participate in the selection of faculty members and instructional staff with deans and chairpersons/directors in consultation with Human Resource Services.
- Evaluate faculty members and instructional staff in accordance with approved Board policy and administrative procedures.
- Recommend employment, retention, dismissal, disciplinary action or leave of absence for faculty members and instructional staff.
- Interpret, implement and supervise the faculty sabbatical leave policy and procedures.

3. Leadership

- Represent and promote instructional needs, interests and desires in administrative decisions.
- Maintain ongoing communications with the Faculty and Faculty Senate on matters of curricular and instructional concern.
- Interpret, implement and supervise faculty Professional Development policy and procedures.
- Interpret and direct the department/director election and review policy and procedures.

4. Contacts and Liaison

- Coordinate, along with the Vice President of Student Services, the integration of student activities, programs and services with the educational philosophy, goals and objectives of the College. These activities include, but are not limited to, the instructional content of the College catalog and facilities schedule.
- Coordinate, along with the Vice President of Finance & Administrative Services, the approval of instruction-related contracts and the integration of the areas of safety, security, purchasing, facilities planning and benefits.
- Attend all meetings of the Governing Board.
- Participate in shared governance through service on planning and/or operations committees and task forces including, but not limited to, the Instructional Planning Council, Curriculum Committee, and Sabbatical Leave Committee.
- Represent the College and Instruction at conferences and meetings with other educational institutions and with state, regional and national educational agencies.
- Serve as the College accreditation liaison officer.

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**QUALIFICATIONS**

- Demonstrated commitment to quality student learning and student success.
- Demonstrated ability in communicating, facilitating and leading successfully within an institution of higher education.
- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.
- Demonstrated ability to lead and represent a diverse faculty.
- Demonstrated ability to lead instructional planning and implement plans.
- Experience in curriculum development, program design, and instructional innovation including learning technologies.
- Experience using information systems data and research for class schedule development, program review, standard performance reports, student learning outcomes, and institutional effectiveness measures.
- Experience in working collaboratively with student services staff and programs to achieve student success.
- Demonstrated ability in the processes and procedures for budgeting and projecting Full Time Equivalent Student (FTES) enrollment using class scheduling models.
- Experience in contract management.

**EDUCATION AND EXPERIENCE**

A Master's degree from an accredited institution and five years of full time administrative experience in higher education, preferably in instruction, is required. An earned doctorate from an accredited institution is preferred. Five years of full time teaching experience in an institution of higher education that has included responsibilities beyond classroom instruction, such as curriculum development, student learning outcomes, institutional effectiveness measures, and working with diverse students.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; exposure to computer screens, noise and electrical energy; extensive contact with faculty, staff, students and community members.

**Physical Conditions:**

Essential functions may require maintaining physical condition necessary for walking, standing and sitting for extended periods of time. Must be able to travel to other District locations.