



Classification Title: Assistant Superintendent/Vice President, Instruction

Department: Instruction Office

EEO6 Code: 1

Staff Category: Executive Administrator (Educational Administrator)

Salary Range: 79

Supervision Received From: Superintendent/President

Original Date: 2003

Supervision Given: Assigned administrators, supervisors, and classified, short-term, student, and volunteer employees in Instruction. **Last Revision:** September 2022

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.

JOB SUMMARY.

Administers and supervises all instructional services and programs of the District with a focus on quality student learning and a commitment to student success. Administers and supervises the following instructional divisions:

- Arts, Media, Business and Computer Science
- Career, Technical, and Extended Education
- Languages and Literature
- Mathematics and the Natural and Health Sciences
- Social & Behavioral Sciences.

Responsible for faculty Professional Development; provides educational leadership to all faculty and instructional staff; supports the values and implements the mission of the District; and ensures collegial decision-making in instructional planning and the development of related policies and procedures.

DISTINGUISHING CHARACTERISTICS.

The Assistant Superintendent/Vice President, Instruction is the executive administrator responsible for leadership of the District's Instruction division.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

Essential responsibilities and duties may include, but are not limited to, the following:

Instructional Program Development and Direction

1. Develops annual goals and objectives for Instruction.
2. Coordinates and updates the District's Educational Master Plan.
3. Facilitates the development and revision of the District's curricula.
4. Evaluates and recommends improvements in instructional programs and community service activities.
5. Coordinates and recommends instructional grant projects and externally-funded instructional programs, and develops research projects as needed.
6. Plans the schedule of classes and monitors class size in accordance with District policy and sound educational practices.
7. Administers other areas/tasks as assigned by the Superintendent/President and assumes the duties and responsibilities of the Superintendent/President when requested to do so.

Administrative Responsibilities

1. Develops, implements and monitors the overall budget for Instruction.
2. Supports, implements and promotes compliance with the District's Equal Employment Opportunity (EEO) Plan and EEO policies and procedures in all aspects of employment and education.
3. Recommends appropriate levels of staff in all areas of Instruction.

4. Participates in the selection of faculty members and instructional staff with deans and chairpersons/directors in consultation with Human Resource Services.
5. Evaluates faculty members and instructional staff in accordance with approved Governing Board policies and administrative procedures and employee agreements and handbooks.
6. Recommends employment, retention, dismissal, disciplinary action and leaves of absence for faculty members and instructional staff.
7. Interprets, implements and supervises faculty sabbatical leave policy and procedures.

Leadership

1. Represents and promotes instructional needs, interests and desires in administrative decisions.
2. Maintains ongoing communications with the Faculty and Faculty Senate on matters of curricular and instructional concern.
3. Interprets, implements and supervises faculty Professional Development policy and procedures.
4. Interprets and directs the election of department chairs/directors and reviews relevant policy and procedures.

Contacts and Liaison

1. Coordinates, along with the Assistant Superintendent/Vice President, Student Services, the integration of student activities, programs and services in alignment with the educational philosophy, goals and objectives of the District. These activities include, but are not limited, to the instructional content of the college catalog and facilities schedule.
2. Coordinates, along with the Assistant Superintendent/Vice President, Finance and Administrative Services, the approval of instruction-related contracts and the integration of the areas of safety, security, purchasing, facilities planning and benefits.
3. Attends all meetings of the District's Governing Board.
4. Participates in shared governance through leadership and 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.
5. Represents the District and Instruction at conferences and meetings with other educational institutions and with state, regional and national educational agencies.
6. May serve as the District's accreditation liaison officer.

Marginal Functions

1. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Knowledge of:

1. Quality student learning and student success, particularly for underserved, underrepresented, and disproportionately impacted populations.
2. Curriculum development, program design and instructional innovation including learning technologies.
3. Information systems data and research for class schedule development, program review, standard performance reports, student learning outcomes, and institutional effectiveness measures.
4. Accreditation processes and reporting requirements.
5. Processes and procedures for budgeting and projecting Full Time Equivalent Student (FTES) enrollment using class scheduling models.
6. Integrated budget and strategic enrollment management strategies.
7. Integrated strategic planning and institutional effectiveness initiatives.

Skill in:

1. Communicating, facilitating and leading successfully within an institution of higher education.
2. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, age, cultural, physical or mental disability, gender, gender expression, gender identity, medical condition, nationality, race, sex, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.
3. Providing leadership and the ability to represent a diverse faculty.
4. Leading instructional planning and implementing plans.
5. Working collaboratively with student services staff and programs to achieve student success.
6. Contract management.

Experience and Training Guidelines

Any combination of experience and education/training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of full-time leadership experience in an educational setting, including a minimum of one year of full-time mid-management or executive-level administration experience in higher education.

Education/Training:

A master's degree in any discipline from an accredited college or university is required.

License and/or Certificate:

Possession of a valid California Driver's License by time of appointment.

Preferred Qualifications

1. An earned doctorate from an accredited college or university.
2. Administrative experience in instruction.
3. Full-time teaching experience in an institution of higher education.
4. Experience with responsibilities beyond classroom instruction such as curriculum development, student learning outcomes, and institutional effectiveness.

WORKING CONDITIONS.

Environmental Conditions:

The employee works under typical office conditions with extensive exposure to computer screens and contact with faculty, students, other departments and the public.

Physical Conditions:

Essential and marginal functions require mental and physical fitness to perform necessary job functions with or without accommodation. Position requires frequent travel to District and other locations.