Close Window

**Position Information**



Open Date

02-27-2012

Job Close Date

03-23-2012

Position Title

Vice President of Instruction and Student Services

Campus

Coastline Community College

Department

CCC\Instr

Shift

Regular

Job Category

Administrator

Work Calendar

Administrator

Performance Responsibilities

Under the direction of the President, the Vice President of Instruction and Student Services is responsible for the functions within the Offices of Instruction and Student Services within the policies and procedures established by the Board of Trustees. This position promotes the goal of integrating instruction and student services and will be actively involved in college-wide issues; supervise and direct staff who oversee the programs under his/her area of responsibility and ensure that all constituencies of the college are represented and advocated for equally.

EXAMPLES OF DUTIES:
a. Provide administrative leadership in academic and student support programs and processes in an innovative manner.
b. Administer, supervise and evaluate all programs and administrators within the instructional and student services areas of responsibility.
c. Implement the educational master plan related to student learning, development, and outcomes, and provide leadership in developing, improving, and implementing college curriculum and evaluating and reviewing new and revised programs to reflect changing needs.
d. Manage the coordination and supervision of the schedule of classes, college catalog, course outlines and related materials.
e. Serve as the Administrative Officer for the college's accreditation process, and oversee the Enrollment Management, Student Learning Outcomes and Program Review evaluation and implementation of continuous improvement.
f. Manage and provide oversight for the Title III AANAPISI grant to ensure student success.
g. Provide leadership in a participatory governance environment for the organization, interpretation, and revision of the curriculum and instructional processes.
h. Coordination of the development, preparation, and management of the budget for all instructional and student services programs.
i. Administer oversight and coordination of instructional facilities in various community locations.
j. Liaison between instructional programs and college support services and activities.
k. Representation of the instructional and student services programs on appropriate college, district and community committees.
l. Perform other related work as required.

Performance Responsibilities, continued

Minimum Qualifications:

*Faculty/Educational Administrators complete the* [*Equivalency Application*](http://www.cccdjobs.com/userfiles/static/customers/253/EquivalencyApplication2.doc) *only if you do not meet the minimum qualifications for the position you are applying to, and you wish to be considered.*

1. Must meet one of the following qualifications under (a) through (c)
a. Possession the California Community College Administrative Credential.

b. Possession of a Master's Degree from an accredited institution and at least one year of formal training, internship, or leadership experience reasonably related to the administrative assignment.

c. Education and experience that is at least equivalent to the above. Candidates making application on the basis of equivalency must submit the attached Equivalency Determination Form in addition to all other required materials.

2. Sensitivity to the challenges of the disabled and an understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students.

Desired Qualifications

Community College Experience
1. Evidence of three years of successful full-time college faculty instructional experience (counselors and librarian instruction is applicable).
2. Evidence of knowledge of and experience with state and national educational issues, trends, and budgeting processes.
3. Evidence of knowledge of and experience with Federal and State regulations, including the California Education Code and Title 5.

Leadership
4. Three years full-time administrative experience at a division dean/department chair level or higher.
5. Administrative experience in and demonstrated advocacy for instruction and student services.
6. Leadership philosophy consistent with the ethics, mission, and goals of the College.
7. Leadership experience in a collegial participatory governance setting.

Planning/Institutional Effectiveness
8. Evidence of success in strategic planning, program/curriculum development and budgeting.
9. Evidence of success in enrollment management, program review, Student/Service Learning Outcomes (SLO's) including experience in the assessment process, and applications of institutional research.

Professional Development
10. Possession of an earned doctorate from an accredited institution.

Human Relations
11. Experience in a collective bargaining environment.
12. Experience resolving issues of student discipline, student grievance, and student sexual harassment.

Technology
13. Evidence of experience integrating technology into college instructional and student services programs.
14. Evidence of experience in administering distance learning instruction and student support in a variety of modalities.

Community Relations
15. Experience in community relations and outreach.
16. Evidence of experience securing external funding sources.

Minimum Qualifications, continued

Conditions of Employment

Contract, Full-time, Educational Administrator position.
Location: Coastline Community College.
Start Date: As soon as can be arranged.

Required Supplemental Questions

*When you apply for this position, you will be required to answer these questions.*

In addition to the certificated application, you will be required to attach and/or copy and paste additional required application materials. Please have required documents ready before applying. (Required)

Any documents that you are unable to attach can be faxed to (714) 782-6065. Faxes must clearly indicate the job you are applying to and your name.

For additional help, please call Applicant Processing at (714) 438-4715, 8:00 a.m. to 5:00 p.m., Monday through Friday.

Salary Range

$112,076 - $147,455/Annual Salary Range
Based on the 2011-2012 Salary Schedule. In addition, an annual stipend of $2,781 is offered for possession of an earned Doctorate from an accredited institution.

Pay Philosophy

Starting salaries for academic positions are based on a combination of education and experience. Initial placement is within the starting salary range. Further advancements are based on longevity and professional development. An additional annual stipend is offered for possession of an earned doctorate from an accredited institution.

Physical Demands

- The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- A detailed list of physical demands and work environment is on file and will be provided upon request.

Additional Required Qualifications

Certificates

Work Schedule

8:00 a.m-5:00 p.m., Monday -Friday.

Benefits:

The District provides a comprehensive benefits program effective the first calendar day of the month following the first day of regular employment. A variety of medical plans covering employees and their dependents are available, with the District paying the major portion of the cost. In addition, the employees are offered fully paid Dental, Vision, Life, and Income Protection coverage. Available to eligible dependents are fully paid Dental and Vision coverage, with medical and Life coverage available at a nominal cost. Employees and their eligible dependents may participate in Optional Group Life Plans at their own expense. Other liberal benefits include, on an annual basis: 22 days of vacation; and 12 days of sick leave. Employees participate in State Teacher's Retirement System.

Receives Benefits:

Yes

Application Requirements

To be considered for employment you must submit a complete application packet. A complete application packet includes:
- Certificated Application.
- Cover Letter not to exceed one (1) page.
- Resume not to exceed two (2) pages.
- A separate document addressing Desirable Qualifications #1-16 not to exceed four (4) pages.
- Application for Equivalency (if applicable).
- No additional documents will be reviewed by the committee and should not be submitted.

Be sure to complete all questions and sections of the application. For questions which may not apply, indicate "n/a" (not applicable). If you do not know an answer, please indicate so, but do not leave any space blank.

All applications will be screened under a process of utmost confidentiality by a committee of representatives from the college community (reference Board Policy 050-1-1). Please note: Possession of the minimum qualifications does not ensure an interview.

Any documents that you are unable to attach can be faxed to (714) 782-6065. Faxes must clearly indicate the job you are applying to and your name.

For additional help, please call Applicant Processing at (714) 438-4715, 8:00 a.m. to 5:00 p.m., Monday through Friday.

Coast Community College District is an Equal Opportunity Employer

Vacancy ID

8-C-12