

## **ASSOCIATE VICE PRESIDENT, INSTRUCTION**

### **DEFINITION**

Under administrative direction of the Vice President of Instruction, plans, organizes, and provides administrative direction and oversight for all operations and support functions of the Office of Instruction. Works in partnership to provide leadership and oversight for development, implementation, and analysis of enrollment management strategies, initiatives, and efficiencies. Provides highly responsible and complex professional assistance to the Vice President of Instruction in areas of expertise and performs related work as required. Serves as a member of the Instructional Leadership Team, coordinates, and directs communication, information, resources, and personnel to meet the instructional needs of the College and enhance the effectiveness of academic programs. The Associate Vice President, Instruction may act as Vice President, Instruction in their absence.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Vice President, Instruction. Exercises general direction and supervision over management, professional, technical, and administrative support staff through subordinate levels of management and supervision.

### **CLASS CHARACTERISTICS**

This is a management classification that directs, and participates in all activities, including planning and development, enrollment management, curriculum, and administration of policies, procedures, and services of the Office of Instruction. This position provides direct assistance and support to the Vice President in a variety of administrative, management, analytical, and liaison capacities. The incumbent is accountable for supporting the Vice President of Instruction in accomplishing Instructional division planning, goals, and objectives within general policy guidelines.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

1. Plans, organizes, and directs instructional support functions to assist the Vice President of Instruction in planning, development, and implementation of College processes and Instruction support services.
2. Provides leadership in development and expansion of DEISAA-driven enrollment management, strategies, best practices, and programs through department-wide planning and program development in accordance with mission, goals, and objectives of the College and department.
3. Assists with strategic planning in developing and implementing strategies to support and achieve College goals, vision, and institutional effectiveness.
4. Provides administrative leadership and oversight for implementation of enrollment management strategies/initiatives/efficiencies. Facilitates development of College full-time equivalent students (FTES) and other related Student-Centered Funding Formula metrics and targets based on financial and enrollment goals.

5. Utilizes critical thinking, sound decision-making, and problem-solving skills with tact, confidence, and diplomacy.
6. Develops, disseminates, and interprets analytical information related to programs, services, and processes and analytics supportive of educational planning, student learning outcomes, enrollment trends, accreditation, and required internal and state/federal external reports and provides and/or oversees training in these areas.
7. Assesses, develops, implements, and evaluates strategies to monitor and improve the quality of educational services. Coordinates the preparation, development, design, composition, and dissemination of catalogs, class schedules, and a variety of other promotional and informational publications and materials.
8. Provides leadership on designated College committees and task force groups in addressing issues of importance to the College.
9. Implements, enforces, supports, and abides by federal, state, local policies, and Board Policies and Administrative Procedures.
10. Assists in ensuring that instructional programs and services comply with established College, state, and federal standards, requirements, laws, codes, rules, regulations, policies, and procedures.
11. Facilitates and enhances governance processes/relationships. Understands and supports the role of faculty in participatory governance as delineated in Education Code and Title 5.
12. Collaborates closely with the Academic Senate in reviewing and monitoring curriculum for instructional programs and courses to assure compliance with established curriculum standards and Education Code requirements. Provides program analysis, assists in program development, and plans for curriculum additions, modifications, and deletions.
13. Selects, trains, motivates, and directs the assigned department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline procedures; responds to staff questions and concerns.
14. Oversees and participates in conducting a variety of analytical and operational studies regarding assigned departmental and programmatic activities; prepares timely comprehensive technical records and reports, identifies alternatives, and makes and justifies recommendations.
15. Develops and prepares the annual preliminary budget for assigned categorical programs; monitor and analyze operations, activities, programs, and courses to determine educational and financial effectiveness and operational efficiency; periodically analyze and review budgetary and financial data; controls and authorizes expenditures related to these categorical program activities; identifies and develops grant or special project applications in partnership with Grant's Office.
16. Directs the preparation and maintenance of a variety of records including annual program review, enrollment management, and curriculum; assure that mandated reports are submitted appropriately according to established timelines.
17. Provides technical information and assistance to the Vice President of Instruction regarding instructional services, activities, needs and issues.
18. Maintains, updates, and recommends changes to Board Policies and Administrative Procedures related to scope of responsibilities and facilitates their approval at all stages of the process, including Board approval.

19. Represents division vice president in meetings, events, and committees as assigned.
20. Participates on and supports employee participation on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and mandated trainings as required.
21. Establishes, implements, and fosters an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility (DEISAA).
22. Prepares and delivers DEISAA-minded presentations related to assigned areas as required.
23. Attends required Board meetings and Board Study Sessions.
24. Maintains collaboration with other associate vice presidents regarding College-wide matters.
25. Provides technical guidance and direction for collective bargaining activities as assigned by the position; participates in negotiations with unions and management; maintains confidentiality regarding issues related to negotiations and collective bargaining issues.
26. Performs other related duties as assigned consistent with the scope of the position.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Principles and practices of supporting a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Administrative principles and practices, goal setting and strategic planning, monitoring, measuring, and reporting of goals, objectives, and outcomes.
3. Education policy, functions and activities, and the ability to develop, oversee, and implement projects and programs in a variety of areas.
4. Instructional techniques and strategies related to assigned instructional departments and courses; Student Learning Outcomes assessment best practices.
5. Policies, practices, and interventions related to the equitable and just treatment of diverse individuals.
6. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
7. Principles, practices, procedures, and techniques involved in the development and implementation of curriculum standards and instructional programs, services, plans, strategies, processes, systems, projects, courses, goals, and objectives.
8. Administrative principles and practices, goal setting and strategic planning, monitoring, measurement, and reporting of goals, objectives, and outcomes.
9. Budget development, administrative practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
10. Technical, legal, financial, and public relations issues associated with the management of services and programs in the Office of Instruction.
11. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
12. Techniques for providing a high level of customer service by effectively interacting with the public, vendors, students, and staff, including individuals of various ages,

disabilities, socio-economic, and ethnic groups.

13. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
14. Principles and procedures of record keeping, research, technical report writing, and preparation of correspondence and presentations.
15. Modern office practices, methods, and computer equipment and applications related to the scope of responsibility.

### **Skills & Abilities to:**

1. Oversee and address gaps in diversity, equity, inclusion, social justice, anti-racism, and accessibility in recruitment and retention of faculty, management, and staff.
2. Work effectively and cooperatively with diverse constituencies within a participatory governance environment.
3. Analyze situations accurately and adopt an effective course of action; plan, prioritize, and organize work; meet schedules and timelines.
4. Exercise critical thinking and sound decision-making through observing, analyzing, inferring, communicating, and problem-solving in challenging situations with ethics, tact, confidence, and diplomacy.
5. Make sound, ethical, and independent decisions within legal and general policy and regulatory guidelines.
6. Identify, develop, and implement resources and strategies towards the goal of being diverse, equitable, inclusive, socially just, anti-racist, and accessible in academic and work environments.
7. Implement, advocate for, and communicate the College's vision and commitment to creating equity, diversity, inclusion, socially just, anti-racist, and accessible academic and work environment.
8. Plan, organize, coordinate, evaluate, and direct College-wide instructional operations, activities, programs, and services.
9. Represent the assigned departments to other College divisions and departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
10. Direct and participate in the development, analysis, and implementation of College programs, services, plans, strategies, processes, systems, projects, courses, goals and objectives.
11. Provide consultation and technical expertise concerning college operations and activities.
12. Direct the maintenance of a variety of reports, records and files related to assigned activities; prepare comprehensive narrative and statistical reports.
13. Prepare and administer large and complex budgets and allocate limited resources in a cost-effective manner.
14. Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
15. Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.

16. Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
17. Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
18. Conduct effective negotiations and effectively represent the department in meetings with governmental agencies and various educational, businesses, professional, regulatory, and legislative organizations.
19. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures; understands scope of authority in making independent decisions.
20. Respond to difficult and sensitive student, faculty, and public inquiries and complaints and assists with resolutions and alternative recommendations.
21. Communicate effectively through various modalities.
22. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **Education and Experience:**

1. Master's degree from a regionally or nationally accredited college or university with major coursework in any academic discipline.
2. Three (3) full-time equivalent years of increasingly responsible management experience equivalent to an associate dean or higher level position overseeing faculty and student learning outcomes and managing an instructional division, including supervisory experience.

### **Desirable Qualifications:**

1. A minimum of three (3) years as an instructor at the college level.
2. Experience with curriculum development and innovation; design and implementation of planning, research, and assessment activities; utilization of enrollment management in schedule planning and analysis.
3. Experience with accreditation processes, including development of self-study, evidence collection and organization, and related reports.
4. Proven track record of implementing or overseeing programs or policies relating to diversity, equity, inclusion, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI); OR
5. Proven track record of participating in programs relating to diversity, equity, inclusion, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI).

### **PHYSICAL DEMANDS**

This is primarily a sedentary office classification although movement between work areas may be required. Must be able to work in a standard office and classroom setting; communicate with individuals at various campus sites; understand and comprehend written and electronic materials; and the ability to receive, review, and respond to

communications in person, before groups, and over and through various media. Positions in this classification occasionally may need to physically reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

### **Environmental Elements**

Incumbents work in an office and classroom environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents may interact with upset staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.

Amended: 5/2023