



VICE PRESIDENT OF ACADEMIC AFFAIRS/ ASSISTANT SUPERINTENDENT

Classification: Educational Administrator

Retirement Type:

STRS*

Salary Range: 1

Revised/Board Approval: February 19, 2025

KEY ROLES/RESPONSIBILITIES

Exercise overall leadership of the Academic Affairs Area providing functional supervision over assigned positions. Provide vision and leadership to plan, develop, organize and implement the Area's goals and objectives while working collaboratively with academic and student services personnel; plan, develop, organize schedule, direct, improve and evaluate the Area's programs, services, and activities; and provide oversight, development, and coordination of all elements of the Academic Affairs Area, including instruction, student access, retention, success, and completion; and develop plans and procedure that enhance the academic program, the development of new curricula, and the evaluation of existing programs. Engage academic personnel in educational master planning based upon a comprehensive program review process, assessment, and evaluation. Administer the budget of the Academic Affairs Area; and supervise and evaluate the performance of assigned personnel. Ensure that the operations of the Academic Affairs Area are consistent with District policies and procedures, faculty and classified collective bargaining agreements, as well as applicable statutes and regulations including Title 5 (California Code of Regulations) and the Education Code. Oversee the accreditation process for the College and special instructional programs.

Foster a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the Academic Affairs Area and the College; lead by example; actively participate in and support College-wide shared governance components and activities and other collaborative processes; encourage professional excellence among the Academic Affairs faculty and staff; and promote, foster, and facilitate an organizational culture of customer service, teamwork, and innovation. Recommend Area personnel actions to the Superintendent/President and instructional agenda items to the Board of Trustees. Serve as the Board's designee for mutual agreement with the Academic Senate on instructional and professional matters. Represent the Superintendent/President, the Board, and the College on instructional matters; and promote partnerships with local businesses and the community.

SUPERVISION RECEIVED AND EXERCISED

- Receive executive direction from the Superintendent/President.
- Supervise and evaluate the performance of assigned staff, interview and select employees; recommend promotions, transfers, reassignment, termination, and disciplinary actions to the Superintendent/President.
- Review and recommend staffing patterns, approve goals and performance objectives for assigned personnel.

- Provide consistent direction in administering the collective bargaining agreements with faculty and classified employees; understand and interpret agreements for faculty and staff.
- Foster a culture of sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, linguistic, ethnic backgrounds and disabilities of community college students, faculty, and staff.

REPRESENTATIVE DUTIES

The following duties and responsibilities are typical for this position. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

I. LEADERSHIP

1. Lead, direct and approve the planning, development, organization, scheduling, direction, performance, and evaluation of instructional and academic programs and services of assigned divisions, departments, and programs. Lead and manage change within the Area and across the College as directed.
2. Demonstrate effective leadership in long-range planning, program review activities, and resource development. Promote transparency within and among Areas of the College.
3. Participate actively in the life of the College, including governance processes and initiatives by serving on or leading College committees, workgroups, task forces, and councils as assigned.
4. Strengthen quality educational and support services to promote and empower student learning, success, and self-advocacy. Provide overall supervision of the preparation and implementation of the Area's budget.
5. Provide vision, leadership, and advocacy to enhance innovation and participation in issues related to areas of assignment to ensure student success; communicate changing expectations, trends and needs of educational preparation effectively to college personnel.
6. Support student learning using a variety of effective instructional methods, educational technologies, and college resources.
7. Demonstrate full accountability for effective and efficient utilization of resources. Identify opportunities for improvement and implement actions to strengthen services to students and the campus community.
8. Support and promote College initiatives including Diversity, Equity, Inclusion, Accessibility, and Anti-racism.
9. Serve as Campus Security Authority (CSA) for Clery Act reporting requirements. Maintain up-to-date certification for CSA status.

II. FUNCTIONAL RESPONSIBILITIES: INSTRUCTIONAL PLANNING AND DELIVERY

1. Function as chief instructional officer by providing leadership in the planning, development, and implementation of the College's instructional program.
2. Develop and manage the College Enrollment Management Plan.
3. Provide leadership and oversee the planning, organization, and supervision of the personnel and activities of the instructional divisions, departments, programs, disciplines, and facilities; the library and learning resources division, departments, programs and facilities; the Center for the Arts and facilities; the Art Gallery and Museum and facilities; and the athletic department, programs and facilities.

4. Serve as the Board's designee for mutual agreement with the Academic Senate on Academic and professional matters. Maintain involvement with the Academic Senate on educational and professional matters; serve as a conduit for Academic Senate's access to the governance process; serve as a communication link with academic personnel; and recommend a budget for the Academic Senate.
5. Administer the Academic Affairs Area budget; recommend budget requests for each fiscal year to the Superintendent/President; and ensure expenditures are appropriate and within budget.
6. Provide consistent direction in administering the collective bargaining agreements with faculty and classified employees; understand and interpret agreements to faculty and staff.
7. Participate in planning the future of instruction at the College by engaging academic personnel in educational master planning based upon a comprehensive program review; periodically assess community needs in relation to instruction; and identify data that support instructional planning.
8. Oversee the development of a college catalog and schedule of classes.
9. Coordinate instructional needs with service areas such as Admissions and Records, Financial Aid, Public Information and Marketing, Counseling, Information Technology Services, Facilities Planning and Services, and Staff Development.
10. May serve as the College's liaison with the Accrediting Commission for California Community Colleges; monitor the accreditation process and ensure that institutional self-evaluations are conducted and documented with appropriate constituency involvement. Recommend to the Superintendent/President the process and procedures for institutional self-evaluations and college visitation.
11. Recommend personnel actions to the Superintendent/President. Recommend agenda items for Board approval, attend Board of Trustees' meetings and closed sessions; prepare the Academic Affairs board agenda and supporting materials for the Superintendent/President; recommend new policies or amendments to existing policies to the Superintendent/President; provide information and data as requested; submit academic personnel Board items to the Human Resources Area.

FUNCTIONAL RESPONSIBILITIES: INSTRUCTIONAL ACCOUNTABILITY

1. Evaluate the effectiveness of the College's overall instructional program and services and develop plans and policies for the improvement of this program by evaluating all curricula from educational, cost benefits, and personnel management perspectives.
2. Implement the academic program review process and ensure that all stakeholders have an opportunity to provide input into the development processes and make appropriate recommendations to the Superintendent/President.
3. Evaluate and continuously improve academic programs and services. Monitor and analyze academic operations and activities. Evaluate for effectiveness, efficiency, and accuracy in preparation for internal audits and accreditation requirements. Solicit end user feedback as needed and oversee the implementation of changes to improve office operations and activities.
4. Demonstrate sensitivity to and an understanding of the diverse academic, socio-economic, cultural, and ethnic backgrounds as well as physical or mental disabilities of employees and students.
5. Maintain currency through participation in regional and state professional organizations.

III. RELATIONSHIPS

1. Develop and enhance partnerships with schools, colleges, universities, businesses, and community-based organizations to respond to the educational, workforce training, and economic development needs of the community.
2. Advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making.
3. Work closely with Student Services and other College Areas to foster and facilitate a seamless student experience and increase student success.
4. Work cooperatively and communicate with Academic Affairs personnel; other College administrators, faculty, and staff; representatives of State and federal agencies; educational institutions, and social service organizations.
5. Organize and attend a variety of administrative and staff meetings related to strategic planning, budget, advisory committees, and other activities; participate in consultation, shared governance, and appropriate advisory committee meetings. Chair committees as assigned.
6. Attend workshops and professional conferences for program planning and development; serve on a variety of college, community, and state committees; and meet with representatives of business, industry, and local government as appropriate.
7. Participate as an active member of the Superintendent/President's management team.

IV. ORGANIZATION MANAGEMENT

1. Provide executive level support and guidance to the College Superintendent/President in developing and implementing college-wide strategic plans, goals, objectives, policies, and priorities.
2. Maintain up-to-date knowledge of the regulations, policies, requirements, and eligibility criteria for assigned programs. Strengthen processes, programs, and services through the effective and efficient use of assessment, program review, planning, and resource allocation. Develop and implement an organizational structure that maximizes utilization of resources and ensures effective and efficient delivery of academic and instructional support services.
3. Develop, prepare, submit, administer, monitor, and review annual program budgets for the Academic Affairs Area, including annual budget requests for equipment, supplies and personnel.
4. Train, supervise and evaluate the performance of managerial, professional, operational, technical, and support personnel as assigned; delegate and review assignments and projects; evaluate work products and results, develop appropriate procedures to accommodate need for information and assistance; establish and monitor timelines and prioritize work. Monitor employee performance on a regular basis and provide coaching for performance improvement and/or development as needed.
5. Work with Information Technology personnel on a continual basis to enhance and improve relevant computer systems. Learn and apply emerging technologies to perform duties and provide services in an efficient, organized, and timely manner. Work to modernize infrastructure and technological resources to facilitate a positive learning and working environment and promote student success.
6. Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Education: A Master's degree from an accredited college or university.

Experience: One (1) year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

DESIRED QUALIFICATIONS

Desirable Education: An earned doctorate from an accredited college or university.

Desirable Experience: Equivalent of three (3) years of post-secondary teaching experience and three (3) years of academic leadership experience at the dean's level or the equivalent at an accredited institution of higher education; or a master's degree and post-secondary teaching experience and five (5) years of academic leadership experience at the dean's level or the equivalent at an accredited institution of higher education.

Knowledge/Areas of Expertise: College Level

- California Education Code, Title 5, Chancellor's Office administrative procedures, Federal laws and regulations and other legal parameters that affect the policies and practices of the College.
- Community college organization, operations, policies, and objectives, including specific policies and procedures of El Camino College covering the Division supervised.
- Specific needs and interests of community college students.
- Effective conflict resolution and crisis management skills.
- Effective fiscal management strategies, including budget preparation and administration.
- Evaluation and statistical methodology for preparation of statistical research and reports.
- Financial reporting and record keeping.
- Computer systems and software applications related to areas of assignment, including capabilities and limitations. Modern office practices, procedures, and equipment. Operation of computer, peripherals, and software programs, including information systems, database management, spreadsheet, word processing and specialized software.
- Grant proposal writing and special funding resources.
- Marketing, promotion, and public relations techniques. Preparation, publication, and distribution of informational and promotional materials, and college catalogs.
- Principles and practices of effective training, supervision, and performance evaluation.
- Principles of education and higher education administration.
- Principles of communicating and collaborating effectively with diverse students, faculty, staff, and administration.

Knowledge/Areas of Expertise: Job Level

- Federal laws, regulations, and other legal parameters that affect the policies and practices of student success and equity across the College.
- College policies and State and federal laws and regulations concerning higher education and instructional activities on a community college campus, including the California Brown Act Law, and Title IX, and athletics at California community colleges.
- California Community College Student Equity and Achievement Program guidelines and regulations.
- Effective enrollment management strategies and how they inform student success.
- Current research and best practices in student success and equity.
- Principles and procedures of community college instruction.
- Development and coordination of a Student Equity Program at a community college.
- Guided Pathways framework.
- Program review, student learning outcomes and program evaluation process.

Abilities/Skills: College Level

- Work independently with minimum administrative oversight and direction.
- Utilize effective leadership, counseling, and modeling skills.
- Utilize effective interpersonal skills including tact, patience, diplomacy, and courtesy.
- Utilize effective planning and organizational skills.
- Prepare analytical reports, proposals and other written plans for the College, Board of Trustees, Chancellor's Office, and other outside agencies.
- Prepare and administer complex budgets for assigned program areas.
- Work effectively within a unionized environment.
- Utilize effective oral and written communication skills, including business letter writing, report preparation, and public speaking. Utilization of correct English usage, composition, grammar, spelling, punctuation, and vocabulary.
- Prepare and present oral and written reports and recommendations.
- Prepare effective letters, press releases and promotional materials.
- Use automated systems to maintain records, collect data, and generate reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement effective solutions in support of goals.
- Read, understand, interpret, and apply technical and legal information.
- Relate effectively to people of varied academic, cultural, and socio-economic background using tact, diplomacy, and courtesy.
- Assist in related research and evaluation.
- Chair and participate in a variety of college committees and work groups.
- Collect, compile, and analyze data.
- Encourage professional excellence among employees and promote an organizational culture of customer service, teamwork, and innovation.
- Communicate clearly, concisely, and effectively, both orally and in writing, with diverse constituencies within and outside of the College. Ability to prepare and deliver effective presentations.
- Work effectively with others to build consensus and achieve common goals.
- Demonstrate sensitivity to, respect for, and understanding of diverse faculty, staff, and student populations and their academic, socioeconomic, cultural, and ethnic, and disability considerations.
- Establish and maintain cooperative and effective working relationships with a wide diversity of students, faculty, staff, and community members in an atmosphere of collegial decision-making and demonstrated consensus-building skills.
- Respond promptly to requests and inquiries from the public.
- Train, lead, direct, supervise and evaluate the performance of assigned personnel.
- Effectively and collaboratively work in a complex college environment, as well as within a community college system.
- Understand, communicate, and enforce regulations effectively.
- Maintain confidentiality and act with discretion. Maintain the security of confidential materials.

- Listen effectively. Gain cooperation through discussion and persuasion.
- Interpret, apply, and explain applicable federal, State, and local laws, rules, regulations, policies, and procedures and apply them in a variety of procedural situations.
- Meet assigned schedules and timelines.
- Operate a variety of office equipment including a computer terminal. Use automated systems to maintain records, collect data, and generate reports.
- Provide leadership, guidance, and assistance to the functional and operational areas within the Division.

Abilities/Skills: Job Level

- Envision, develop, and maintain short and long-term strategic initiatives. Create an equity-driven Area that fosters the success of all.
- Maintain up-to-date knowledge of the academic, instructional, cultural, and athletic activities, events, and programs.
- Develop, implement, and evaluate the delivery of social, cultural, and instructional, and instructional support programs, operations, services, and activities for students.
- Work effectively with others to achieve common goals including student learning, retention, and completion.
- Effectively counsel and advise students.
- Plan, organize, coordinate, and direct a variety of instructional programs and support services in a community college.
- Envision, develop, and maintain short and long-term strategic Student Equity initiatives. Create an equity-driven Academic Affairs Area that fosters the success of all students.
- Develop, implement, manage, monitor, and evaluate the delivery of an effective and diverse academic programs.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully.

Note: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

Standard office setting. Duties are performed primarily in an office environment while sitting at a desk or computer workstation. Incumbents are subject to extensive contact with faculty, staff and students, with frequent interruptions, noise, and demanding timelines. At least minimal environmental controls to assure health and comfort. Frequently involves working non-standard, evening, and weekend hours.

Physical Demands

Incumbents regularly sit or stand for long periods, travel short distances on campus on a regular basis, travel to various locations to attend meetings and conduct work, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voices over telephone and in person; and lift, carry, and/or move objects weighing up to 25 pounds.

** Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.*