

Barstow Community College District

JOB DESCRIPTION

POSITION: VICE PRESIDENT OF ACADEMIC AFFAIRS

BASIC FUNCTIONS

Responsible for the leadership, direction, supervision and evaluation of academic and vocational programs, service learning, articulation, matriculation, career and transfer services, and developmental education programs and services. Responsibilities encompass all college sites, including the on-line program.

REPRESENTATIVE DUTIES

- ▶ Administer the District's academic programs and services, articulation, matriculation, career and transfer services.
- ▶ Lead and monitor the District's curriculum planning and development.
- ▶ Maintain a high profile with District communities, public and private schools and area colleges and universities for purposes of enhancing enrollment growth and the articulation of programs and services.
- ▶ Conduct program reviews to determine the demand for new credit programs, classes and services. Review existing offerings to insure relevance and currency.
- ▶ Supervise assigned staff and coordinate the delivery of programs, curriculum, classes and services.
- ▶ Establish and chair advisory groups for programs and services as necessary.
- ▶ Assist in the development of grant proposals to provide unique funding to the college from outside governmental and private agencies.
- ▶ Develop goals and strategies for accomplishing assigned responsibility; actively participate in college strategic and annual planning processes; develop personal professional development goals.
- ▶ Exhibit fiscal responsibility in the development and management of budgets; monitor spending and approve expenditures according to annual spending plans, perform budget revisions and prepare budget reports as needed.
- ▶ Oversee the on-campus, off-campus, and on-line credit class schedules.
- ▶ Develop and oversee Service Members Opportunity College partnerships.
- ▶ Develop a master schedule for all planned academic instruction.

- ▶ Recommend appointments, transfers, promotions, reclassification, disciplinary action, layoff or termination of subordinates; assign work, communicate job expectations and performance measures, conduct performance evaluations and plan for staff development of unit employees; monitor and approve use of paid leave; ensure that all duties are performed in compliance with collective bargaining provisions, college regulations and equal employment opportunity guidelines.
- ▶ Plan and implement systematic evaluations of all personnel, programs and projects assigned; actively participate in system audits, western and professional accreditation studies and other college evaluation processes. Prepare applicable federal and state reports.
- ▶ Develop a master schedule for all planned vocational, non-credit, and extension instruction.
- ▶ Work with regional, vocational deans and vice presidents to develop and coordinate District programs.
- ▶ Maintain leadership and a high profile with the industrial, business, labor, education, defense and governmental constituencies of the District for the purposes of providing vocational, occupational, and non-credit programs, classes and services.
- ▶ Conduct studies to determine the demand for new-credit and non-credit programs, classes and services and to determine the effectiveness of student development and support programs and staff.
- ▶ Establish and chair advisory groups for programs and services as necessary.
- ▶ Serve as campus evening supervisor on a rotational basis with other administrative personnel.
- ▶ Serve in the absence of the Chief Executive Officer upon appointment by the District President.
- ▶ Perform other work related duties as assigned.

QUALIFICATIONS

- ▶ Strong management skills, including a strong financial background, the ability to manage or adapt to change, make difficult decisions, encourage conflict resolution, and assure employee and department accountability.
- ▶ Demonstrated ability to listen and value employee/student/community contributions to College operations.
- ▶ Successful experience as a mentor and team developer.

- ▶ Successful experience building collaborative partnerships with various constituencies.
- ▶ Demonstrated cultural competency, including successful experience working with diverse groups.

Knowledge of:

Organizational leadership, team building, management, staff development and communication techniques.

Academic management.

Vocational programs.

Distance education delivery systems.

Service learning program development and implementation.

Budget development and implementation at a division level.

Matriculation, transfer, career and occupational issues.

Employment and facility contract implementation and management.

Federal and state codes, laws and regulations relating to the functions of this position.

Collective bargaining practices, issues and labor contract implementation.

Articulation processes.

Special services requirements.

Military organizations and the military occupational skill structure and hierarchy.

Curriculum development at both the course and program level.

Ability to:

Provide accountable leadership resulting in productive, efficient working relationships.

Provide administrative direction and supervision to program managers and staff.

Plan, develop, and administer academic programs, policies and procedures, and operational activities.

Select, train, supervise, motivate, and evaluate program managers and other staff.

Make effective decisions and take independent action.

Research and analyze information.

Make recommendations.

Identify trends, foresee problems, and resolve conflict.

Prepare and present written and/or oral reports.

Visibly and positively represent the College to the public.

Work cooperatively with others.

Acknowledge and encourage staff excellence and professional development related to District goals.

Practice an open communications style which involves people at all levels in the decision-making process.

Work effectively in a demanding environment.

Operate standard office machines including a microcomputer.

EDUCATION AND EXPERIENCE

- ▶ Earned Ph.D. or Ed.D. from an accredited institution in an area appropriate to the responsibilities of the position.
- ▶ Minimum of three (3) years of successful academic management experience at a division level or higher.
- ▶ Formal education and/or training, in academic or organizational leadership.

WORKING ENVIRONMENT

Environment:

Office environment, subject to interruptions; travel to off-campus locations.

Physical Abilities:

Dexterity of hands and fingers to operate a computer terminal; hearing and speaking to exchange information and make presentations; sitting for extended periods of time.

CONDITIONS OF EMPLOYMENT

A full-time, 12-month, administrative position which reports to the District President. Indexed to placement on the Administrative and Management Salary Schedule at the Vice President level. This position is subject to evening hours and weekends.

Board approved: 06/16/05

