

Barstow Community College District

JOB DESCRIPTION

POSITION: VICE PRESIDENT OF ACADEMIC AFFAIRS

BASIC FUNCTIONS

Under the administrative direction of the college President, responsible for the leadership, direction, supervision and evaluation of all academic, career-technical, developmental, and continuing educational programs and services. Responsibilities encompass all college sites, including the on-line education program.

REPRESENTATIVE DUTIES

- Assist the president as the principal resource for instructional innovation by providing leadership for institutional and district changes in academic programs.
- Responsible for the supervision of the all academic administrative personnel and staff.
- 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 need for new credit and non-credit programs, classes and services. Review existing offerings to ensure relevance and currency.
- Coordinate the delivery of programs, curriculum, classes and services.
- Supervises the development and timely presentation of the college catalog, ensuring that all pertinent information dealing with state and college regulations, district policies, and revisions approved by the Curriculum committee are current and accurately presented.
- Supervises the development and timely presentation of the schedule of classes, ensuring that the contents are accurate and organized in a visually attractive and legible form.
- Establish and chair advisory groups for programs and services as necessary.
- Promotes the effective use of academic facilities and classroom space by centralizing room and utilization management.
- Supervise the maintenance of all course outlines of record, ensuring their currency and accuracy.

- Ensure compliance with District negotiated agreements; monitor the status of faculty loads, enrollment minimums, evaluation procedures and grievances involving academic affairs.
- Assist in the development of grant proposals to provide unique funding to the college from outside governmental and private agencies.
- Participate in and/or attend institutional functions related to the academic affairs program, such as convocations, student performances and other related events.
- Develop goals and strategies for accomplishing assigned responsibilities; actively participate in college strategic and other planning processes and serve in a leadership capacity in accreditation-related activities.
- 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.
- Work collaboratively with military personnel, in conjunction with the Vice President of Student Services, to develop and maintain high quality military education programs.
- 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, accreditation studies, and other college evaluation processes. Prepare applicable federal and state reports.
- Develop a master schedule for all planned career-technical, 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.
- 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 sensitivity to, and understanding of, the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.

Knowledge of:

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

Non-credit and continuing education programs.

Enrollment management.

Academic management.

Career-Technical programs.

Alternate instructional delivery such as on-line, hybrid, video teleconferencing, and other alternate instructional methods. Service learning program development and implementation.

Budget development and implementation.

Matriculation, articulation, transfer, career and workforce and economic development 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.

Requirements for students with special needs.

Military educational needs. Curriculum development at the course and program level.

Ability to:

Provide accountable leadership resulting in productive, efficient working relationships.

Provide administrative direction and supervision to academic administrative personnel and staff.

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

Select, train, supervise, motivate, and academic administrative personnel and staff.

Make effective decisions and take independent action.

Research and analyze statistical data.

Make appropriate recommendations.
Identify trends, foresee problems, and resolve conflicts.
Prepare and present written and/or oral reports.
Be visible and positively and effectively 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.
Effectively use desktop computer technology including word processing, spreadsheets and databases. Communicate effectively both orally and in writing.
Work as a team player on the management team.

EDUCATION AND EXPERIENCE

- Possession of a Master's Degree or equivalent from an accredited institution in an area appropriate to the responsibilities of the position. An earned Doctorate Degree preferred.
- Minimum of three (3) years of successful management experience in academic affairs, preferably in the California Community College environment.
- Formal education and/or training, in academic or organizational leadership.
- Three years of post-secondary classroom teaching experience.

WORKING ENVIRONMENT

Environment:

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

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 range 19. This position is subject to evening hours and weekends.

Board approved: 12/15/10