

**BARSTOW COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

VICE PRESIDENT OF ACADEMIC AFFAIRS

BASIC FUNCTIONS

Under the direction of the Superintendent/President, the Vice President for Academic Affairs serves as the Chief Instruction Officer (CIO) for the college. Responsible for the overall design, organization, delivery, supervision, evaluation, and fiscal management of a comprehensive instructional program, including general education, transfer programs, career technical and occupational programs, basic skills, non-credit, contract education and community education programs and all learning support areas within the college district. This includes program review and improvement, institutional accreditation and self-evaluation, assessment of student learning and advancement of students' success, academic personnel decisions, budget development and fiscal accountability, enrollment management, program and curriculum development, and the encouragement and improvement of teaching and learning. As a direct report to the Superintendent/President, the Vice President may be assigned additional related responsibilities as part of the executive management team.

REPRESENTATIVE DUTIES

- Leads and collaborates with the Instructional Management Team to plan, organize, administer, and evaluate the college's curriculum, instructional programs, and learning resources / outcomes. Provides strong, dynamic academic and administrative leadership, while fostering a collegial environment that encourages quality teaching, adherence to accreditation standards, and learning excellence.
- Advocates and promotes quality instruction, student success, integrated planning, and the expansion of Student Learning Outcomes to meet the educational needs of students in a diverse community college environment. Integrates diversity, equity, inclusion and access into delivery of instructional programs.
- Oversees the faculty evaluation and tenure process. Trains, supervises, evaluates, and directs the work of assigned personnel. Facilitates the evaluation of faculty and staff to ensure educational quality and achievement of related goals.
- Provides leadership and oversight for enrollment management strategies, initiatives and efficiencies, including but not limited to: schedule development, monitoring of enrollment trends, program health, and related student registration processes.
- Works collaboratively with the business office to develop, monitor, and modify the Academic budget according to the mission, established procedures, and resource allocation priorities. Participates in the planning of new facilities for the purposes of instruction and learning services.

- Works collegially with the Academic Senate and sub-committees of Academic Senate regarding the planning, implementation and review of academic programs, services, activities and related matters within the purview of the Academic Senate.
- Represents the district as the Chief Instructional Officer at meetings and conferences, serves as district representative on committees, commissions, and other activities, and makes presentations at meetings, workshops and events as assigned.
- Oversees the development of community education, contract education, auxiliary educational programs and apprenticeship programs. Reviews grant opportunities and support applications for new grants; oversees implementation of grants within the Academic Services area; completes other duties as assigned by the Superintendent/President.
- Develops, reviews, updates and implements Board Policy and Administrative procedures related to Academic Services.
- Engage with District communities, K-12 schools, and area colleges and universities for purposes of enhancing enrollment growth and the articulation of programs and services.
- Chair or participate in advisory groups and committees for programs and services as necessary.
- Oversees and manages the effective use of academic facilities and classroom space.
- Ensure compliance with District negotiated collective bargaining agreements; monitor the status of faculty loads, enrollment minimums, evaluation procedures and grievances involving academic affairs.
- Participate in and/or attend institutional functions related to the academic affairs program, such as convocations, student performances and other related events.
- Serve in a leadership capacity in accreditation related activities.

- Engage and maintain relationships with industrial, business, labor, education, defense and governmental partners of the District.
- Perform other work related duties as assigned.
- KNOWLEDGE SKILLS AND ABILITIES

Knowledge of:

Organizational leadership, team building, and 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.

Federal and state codes, laws and regulations of the California Community College System.

Collective bargaining practices, issues and labor contract implementation.

Ability to:

Provide accountable leadership resulting in productive, efficient working relationships. Provide direction and supervision to assigned personnel. Plan, develop, and administer academic programs, policies and procedures.

Make effective decisions and take independent action.
Research and analyze statistical data.
Identify trends, foresee problems, and resolve conflicts. Prepare and present written and/or oral reports.
Work cooperatively with others.

Work effectively in a demanding environment.
Effectively use desktop computer technology including word processing, spreadsheets and databases.
Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE

- Possession of a Master’s Degree from an accredited institution
- Minimum of one (1) year of leadership experience in higher education.
- Three years of classroom teaching experience in higher education or K12.

WORKING ENVIRONMENT

Environment:

Office environment with daily, staff-faculty interactions, subject to frequent interruptions; travel to off-campus locations may be required.

Physical Abilities:

Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1
Occasional—25-50 percent = 2

Often—51-75 percent = 3
Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
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4	Ability to work at a desk, conference table or in meetings of various configurations.
2	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
2	Ability to see for purposes of reading printed matter.
2	Ability to hear and understand speech at normal levels.
4	Ability to communicate so others will be able to clearly understand a normal conversation.
2	Ability to lift 10 pounds.
2	Ability to carry 10 pounds.
4	Ability to operate office equipment.

CONDITIONS OF EMPLOYMENT

A full-time, 12-month, educational administrator position which reports to the District President. Indexed to placement on the Management and Confidential Salary Schedule at the Vice President level (Range A1). This position is subject to evening hours and weekends.

Board approved: April 19, 2023