



# Vice President of Academic Affairs

Class Code:  
MA031-HR1

Bargaining Unit:

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

Established Date: Jan 9, 2017

Revision Date: Oct 6, 2017

## SALARY RANGE

\$11,129.58 - \$14,914.25 Monthly

### BASIC FUNCTION:

Under the general direction of the President, the Vice President of Academic Affairs serves as the Chief Academic Officer of the college and is responsible for the overall design, organization, delivery, supervision, evaluation, and fiscal management of academic support services and programs of the college.

### REPRESENTATIVE DUTIES:

Provides leadership and vision to strengthen and implement a variety of new and existing career, technical, occupational and transfer programs leading to certificates and associate degrees. *E*

Supervises the publication of the college's schedules of classes, catalog, and instructional information content of the college website. *E*

Plans and directs effective instructional programming including room utilization, instructor load, and student enrollment and retention. *E*

Assists in the development and implementation of the college's operational plan and budget based on program need, priorities, and enrollment targets. *E*

Develop, direct, coordinate, supervise and evaluate the programs, personnel, operations, and activities of instructional programs, including program planning, analysis, and review. Work with the President to ensure compliance with Education Code, state and federal regulations, accreditation standards, district policies, and all contractual agreements between the Board of Trustees and recognized bargaining units. *E*

Assist in the recruitment, selection, and development of classified and academic personnel and evaluate all personnel in accordance with applicable policies and procedures; plan and project staffing requirements; monitor proper and efficient use of assigned staff; provide staffing recommendations in compliance with Equal Employment Opportunity principles and guidelines. *E*

Direct and implement sound fiscal planning in the development and management of the instructional budget; supervise the preparation and submission of the instructional budget and, upon approval, assume overall responsibility for timely and accurate implementation. *E*

Develop and implement externally funded initiatives, plan resource allocations for facilities, equipment, and technologies that support instructional programs. *E*

Provide guidance to and receive advice from faculty organizations on matters relating to the instructional programs; promote the inclusion of students in the shared decision making process. *E*

Ensure that all courses, curriculum, and programs comply with applicable laws, other federal, state, and local requirements, district rules and regulations, Education Code, accreditation standards, and collective bargaining agreements in collaboration with the staff to ensure that proper course articulation is maintained with other institutions of higher education. *E*

Develop, implement, direct and evaluate activities related to articulation with secondary schools and matriculation activities within the college, including the recruitment, admission, assessment, advisement and retention of students. *E*

Provide leadership in the implementation of campus committees; establish and maintain liaisons with business and community representatives as participants in the planning, development and modifications of curriculum and programs. *E*

Coordinate and prepare timely, accurate and comprehensive instructional and other reports required by various federal, state, and district and college departments. *E*

Promote and participate in the application of computer technology to college programs and activities, use a variety of computer software to research, enter, modify and retrieve data for preparation of reports, correspondence and other written material. *E*

Keep abreast of emerging services, methodologies, and technologies relevant to college programs. *E*

Serve on management councils and other college and district committees. *E*

Serve as the Acting President as directed in the absence of the President. *E*

Perform other duties as assigned.

*E* = essential duties

## **MINIMUM QUALIFICATIONS:**

1. Possession of a master's degree; and
2. One year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

### KNOWLEDGE OF:

Philosophy, mission, and goals of the community college  
Goals; policies, regulations; contractual requirements and methods related to effective curriculum development and implementation, program/class scheduling, faculty assignments and instruction  
Current theories on teaching and learning, including use of technology and multicultural issues that affect instructional and related support programs and services  
Institutional research models and methodologies  
Methods of respectful and sensitive communication with people who are diverse in their cultures, language groups and abilities  
Strategic planning and program development  
Community and business organizations  
Participatory approaches to governance

### ABILITY TO:

Work effectively as part of a management team dedicated to collaboration and the college goal of integrating instruction and student services as a way to create and maintain a supportive student learning environment  
Exercise group leadership skills that emphasize collaboration, consensus building, conflict resolution, and problem solving  
Create and maintain a high level of staff morale to achieve consensus while demonstrating an understanding of and sensitivity to the diverse academic, socioeconomic, ethnic, cultural, disability, sexual orientation, and religious backgrounds of the college students  
Demonstrate commitment to the continued improvement of teaching and learning.  
Create an environment conducive to the development of instructional and service innovations  
Work in a dynamic environment and handle multiple responsibilities  
Direct, coordinate and evaluate the work of others  
Develop and manage a budget, including externally funded initiatives  
Plan effectively in the process of allocating resources to further institutional goals, evaluating the results of the allocations, and developing strategies for continued strength of the college's programs and services  
Work comfortably in an interdisciplinary environment  
Solve problems creatively  
Communicate effectively, both orally and in writing  
Exercise independent judgment  
Establish and maintain good community relations and deliver effective public presentations

## **WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment

**PHYSICAL ABILITIES:**

Hearing and speaking to exchange information and make presentations

Vision to read correspondence and reports and to use the computer

Dexterity of hands and fingers to operate office equipment, prepare reports and forms and use a computer keyboard

Sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities