



SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

VICE CHANCELLOR OF EDUCATIONAL SERVICES & PLANNING

An Administrative Position (Exempt Status)
Grade AA

A. General Statement

The Vice-Chancellor of Educational Services & Planning position is a part of the Chancellor's team and has overall responsibility for the coordination of instruction and student services. The District encourages a learning organization that focuses on access and student success and fosters a "culture of inquiry." The District is known for developing effective approaches to serving the varied interests and needs of the community and for promoting a student-centered culture. The Vice-Chancellor for Educational Services & Planning reports directly to the Chancellor. The Vice-Chancellor will provide overall coordination in the planning, development and implementation of the instructional and student support programs of the District including the areas of research, accreditation, strategic planning, workforce and economic development, and educational technology.

B. Duties & Responsibilities

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Provides overall leadership to the District in educational planning, development and innovation. Including new programs; coursework and distance learning; program review; research and strategic planning; accreditation; and in the development and implementation of the instructional and student support programs of the District
2. Coordinates the educational services and planning of the District in collaboration with the College Presidents and Vice Presidents, senior staff, college administrators, and the appropriate shared governance groups
3. Develops and manages the budget for the Office of the Vice- Chancellor for Educational Services and Planning
4. Interprets and ensures compliance with federal and state statutes and regulations, the rules and policies of the Board of Trustees, and the administrative directives of the Chancellor as these affect educational and student services
5. Works with the Chancellor, College Presidents, and other senior administrators on District-wide issues and initiatives
6. In collaboration with the Vice Presidents, maintains the instructional program inventory and monitors the instructional and student support programs of the District

7. Coordinates the completion of District reports for federal, state, and local agencies
8. Coordinates District research functions and chairs the District Research Council
9. Recommends to the Chancellor and others as appropriate changes in organization and operating policies and procedures that affect District educational services and planning
10. Reviews legislation affecting the student support and academic affairs of the District and advises the Chancellor and the Board of Trustees
11. Attends meetings of the Board of Trustees and serves on District committees;
12. Serves as a member of the Chancellor's Council
13. Serves as liaison between district-wide student services and instructional committees, e.g. Enrollment Services Committee
14. Is the contact point for the district responsibilities for accreditation of the three colleges
15. Performs other duties as assigned by the Chancellor

C. Knowledge, Skills & Abilities

1. Knowledge and experience in educational curriculum development, program planning, strategic planning and research
2. Experience in the use of educational technology to further advance instructional programs and student services
3. Significant experience in both instruction and providing service to students directly
4. Familiarity with Title V and other California community college laws, rules, and regulations
5. Management level experience in areas such as policy development, implementation and interpretation of laws relating to curriculum and program development
6. Demonstrated skills in written and oral communication, particularly with public and government agencies, and the use of computer software such as word processing and spreadsheet
7. Ability to work in an academic environment with understanding of the traditional processes related to shared governance, as well as valuing employee and student diversity

D. Physical/Other Requirements

This classification requires data analysis and comparison; attention to detail; interactions with a variety of people simultaneously; accurate work under deadline pressure; persuasive communication, tact, patience, visual comparison; confrontation; flexibility, adaptability; alternating sitting, standing; and driving a motor vehicle to off-campus sites, in order to perform the essential functions.

E. Education and Experience

1. Possession of a Master's degree (or possession of a California Community College Supervisor Credential)
2. At least three years of full-time managerial experience related to the administrative assignment
3. Demonstrated cultural competence, sensitivity to and understanding of the diverse academic, socioeconomic and ethnic backgrounds of community college students, faculty, and staff