

## **SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT POSITION DESCRIPTION**

**Vice-Chancellor, Educational Services and Planning**  
**Salary: \$104,280 to \$114,969**

### **A. General Statement**

The San Mateo County Community College District is pleased to announce the official search process to identify and select a Vice-Chancellor for Educational Services and Planning. The San Mateo County Community College District Office is located between San Francisco and the Silicon Valley, an area that leads the world in technology and innovation. The three District Colleges are Cañada College in Redwood City, Skyline College in San Bruno, and College of San Mateo in San Mateo. This District is seeking to appoint a Vice-Chancellor of Educational Services and Planning who, as a part of the Chancellor's team, has overall responsibility for the coordination of instruction and student services in a culturally diverse suburban community. The District encourages a learning organization that focuses on access and student success and fosters a "culture of evidence." 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.

Individuals are invited to apply who are interested in joining a team of educational leaders who understand the principles of excellence in management and practice visionary leadership, and who are committed to community service and academic excellence.

The Vice-Chancellor for Educational Services and Planning will report directly to the Chancellor. The Vice-Chancellor will provide overall leadership in planning, development, implementation and coordination of the instructional and student support programs of the District including the areas of research, strategic planning, workforce and economic development, and educational technology.

### **B. Examples of Essential Functions**

1. Under the direction of the Chancellor and in collaboration with the College Presidents and Vice Presidents, provides overall leadership to the District in curriculum planning and development, including new programs; coursework and distance learning; program review; research and strategic planning; and in the development, implementation, and coordination 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. Performs other duties as assigned by the Chancellor.

### C. Requirements

Qualified candidates will possess a Master's degree or equivalent from an accredited college or university. One year formal training, internship or leadership experience reasonably related to the managerial assignment, which is required. The candidate must have demonstrated skills in effective communication and interaction with people of diverse racial and language groups, cultures and abilities.

### D. Knowledge, Skills and Abilities

1. Knowledge and experience in educational curriculum development, program planning, strategic planning, research, and student services.
2. Experience in the use of educational technology to further advance instructional programs and student services.
3. Familiarity with Title V and other California community college laws, rules, and regulations.
4. Management level experience in areas such as policy development, implementation and interpretation of laws relating to curriculum and program development.
5. 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.
6. 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.

### E. Desirable Attributes

- A doctorate from an accredited institution of higher learning.
- Successful prior experience in one or more institutions of higher education.
- Knowledge of or experience with research methodologies and applications.