



Cañada College ♦ College of San Mateo ♦ Skyline College

## GENERIC POSITION DESCRIPTION

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### VICE PRESIDENT OF INSTRUCTION

An Administrative Position  
Grade AB – Salary Schedule 20

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#### A. General Statement

Reporting directly to the College President, the Vice President of Instruction is responsible for planning, developing, coordinating, and evaluating the College's instructional programs. The Vice President of Instruction functions in a senior administrative capacity, working closely with the College President, the Vice President of Student Services, and Deans. The Vice President of Instruction administers the overall coordination, implementation, evaluation, and improvement of the College curricula and its instructional faculty and staff, activities, services, and facilities.

#### 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. Plan, develop, coordinate, and evaluate the college's instructional offerings to meet student, program, and enrollment needs
2. Coordinate, direct, and support the activities of the instructional deans, directors, and staff
3. Oversee the execution of evaluation procedures for all instructional faculty, staff, and administrators
4. Supervise and assist in the development of on-going institutional publications, including the college catalog, class schedules, faculty handbooks, and state reporting documents
5. Provide leadership in responding to accreditation standards and college initiatives
6. Work collaboratively with the Academic Senate and adhere to academic professional matters and 10+1 policy
7. Develop and negotiate partnerships with corporations, businesses, community agencies, and educational institutions at all levels
8. Participate collaboratively in strategic planning, policy development, and resource allocation
9. Provide leadership to align programs and staffing with community needs and student demographics and demand
10. Plan on both a short- and long-term basis for staffing levels in the instructional area
11. In consultation with instructional deans and directors, develop and manage the instructional budget and direct the development and implementation of selected externally funded initiatives
12. Assist with the development of resource allocations for facilities, equipment, and technologies that support instructional programs

13. Provide leadership and coordination for the efficient use of college instructional facilities and collaborate with district and construction management personnel on facilities projects
14. Support and promote external grant opportunities to enhance institutional effectiveness and student success
15. Provide direction and support to help faculty and staff engage in meaningful assessment of student learning outcomes
16. Collaborate with the Vice President of Student Services to maintain and foster a student-centered model of education
17. Work with the Vice President of Student Services to encourage integration of appropriate student support services and academic instruction
18. Review, monitor, and participate in shaping regional, statewide, and federal issues concerning community colleges and disseminate relevant information as appropriate
19. Provide guidance to and receive advice from the Committee on Instruction
20. Provide proactive and sensitive leadership to ensure that the instructional divisions foster cultural diversity and an atmosphere of inclusivity
21. Assist in developing and enhancing international student programs and success
22. Promote professional development opportunities for faculty and staff
23. Represent the college to professional organizations, governance entities, community groups, and prospective donors and friends of the college
24. Serve on college and district committees
25. Foster instructional and institutional effectiveness by undertaking other duties as necessary or as delegated by the College President

### **C. Requirements**

1. Master's or Doctoral degree from an accredited institution
2. Teaching experience and a minimum of one year experience as an administrator in a postsecondary instructional or related field
3. Experience in budget development and management
4. Previous administrative responsibilities for curriculum development, personnel selection, and evaluation
5. Knowledge of and/or experience with federal regulations, Title 5/Education Code, California regulatory agencies, accreditation requirements, and collective bargaining practices
6. Demonstrated cultural competence, sensitivity to and understanding of the diverse academic, socioeconomic and ethnic backgrounds, as well as sexual orientation and abilities of community college students, faculty and staff

### **D. Knowledge, Skills & Abilities**

1. Ability to function as an effective leader in the administration of a comprehensive community college instructional program
2. Ability to work collaboratively with college constituencies on programs which fulfill the mission of the college, including transfer preparation, career and technical education, basic skills, and other initiatives
3. Ability to foster innovation in instructional programs
4. Ability to motivate and encourage others to work constructively and cooperatively to achieve and sustain a student-centered learning environment
5. Skill in providing leadership for appropriate integration of information technology into instructional programs and activities, including distance education
6. Skill in effectively managing budgets and coordinating the use of facilities
7. Skill in coordinating the writing, implementation, and reporting of grant applications
8. Ability to communicate effectively with students, staff, and the public

9. Ability to work effectively as part of a team
10. Skill in effectively managing instructional deans, directors, and staff
11. Skill in interpersonal communication, professional relations, and conflict resolution
12. Ability to promote and adhere to the principles of participatory governance
13. Knowledge and support of international student programs

(9/2013)