

**CERRITOS COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

CLASSIFICATION: Vice President of Academic Affairs/
Assistant Superintendent

APPROVED: 07/22/97

RANGE: Contract Management Salary
(Salary, length of contract, and other terms
of employment will be negotiated.)

UPDATED: 04/01/05
01/25/23

SUMMARY

Plans, organizes, manages, coordinates, sets and provides a high standard of vision, leadership, and direction to the District's entire academic affairs area. The position also provides highly responsible and complex administrative support to the President/Superintendent.

DISTINGUISHING CAREER FEATURES

The Vice President, Academic Affairs/Assistant Superintendent serves as the Chief Instructional Officer of the District. This position administers, coordinates, and supervises all instructional services and programs in support of the delivery of education in a collaborative fashion with other college departments and outside agencies. Reporting to the President/Superintendent and serving as a member of the Executive Council, this position is regularly involved in developing strategies and action plans for effective use of funds and other resources to assure viable operations of the District. The position is in continuous and high-level contact with other administrators and external agencies to accomplish the objectives of the position. The Vice President, Academic Affairs/Assistant Superintendent provides high-standard of vision, leadership and direction for the District's instructional programs, including but not limited to: Academic Affairs Department; Instructional Divisions; Strong Workforces and Distance Education; Library and Learning Resource Center; Continuing Education (Adult Education/Diversity Programs and Community Education), Dual Enrollment, Athletics, and Guided Pathways.

LEADERSHIP QUALITIES

- **Commitment to Diversity** – Skill in promoting diversity, equity, and inclusion; knowledge in establishing and enhancing a climate tolerant of differences, curious of the unknown, and open to new ideas.
- **Teamwork** – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- **Ethics** – Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- **Motivation** – Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

- **Vision** – Strong support and clear vision of the role of community colleges, along with the ability to inspire others to achieve that vision in the state of California.

PRINCIPAL & REPRESENTATIVE DUTIES

Educational Leadership

1. Functions as chief instructional officer by providing leadership in the planning, development, and implementation of the District's instructional program.
2. Supervises the development and implementation of the Educational Master Plan.
3. May serve as the District's liaison with the Accrediting Commission for California Community Colleges.
4. Leads the accreditation process and ensures that institutional self-evaluations are conducted and documented with appropriate constituency involvement.
5. Recommends to the Superintendent/President processes, procedures, and initiatives for institutional self-evaluations and college visitation.
6. Remains current on legislation and regulations affecting Academic Affairs to adjust programs as needed, and represents the District in advocacy settings.

Enrollment Management

7. Provides leadership in the development and implementation of the Enrollment Management Plan and supervises enrollment management in academic divisions by establishing and monitoring enrollment targets.
8. Provides leadership in defining and articulating the impact of COVID on enrollment and pursues effective and efficient enrollment strategies, which address state mandates and initiatives.
9. Oversees the development of a college catalog and schedule of classes.

Curriculum and Academic Support

10. Knowledge of and/or willingness to utilize or implement technology to support academic planning process, accreditation data gathering, reporting, and student learning.
11. Supervises the preparation of information related to instruction for class schedules, catalogs, Board Policy, procedures and faculty handbook.

Budget, Planning, and Operations

12. Administers the Academic Affairs area budget; recommends budget requests for each fiscal year to the Superintendent/President; and expenditures are appropriate and within budget.
13. Ensures college classrooms and other academic facilities are utilized with maximum efficiency.

Staffing

14. Communicates effectively with faculty and managers with regard to policy, programs, and initiatives affective academic outcomes.
15. Supervises, motivates, trains and evaluates managers, faculty and staff in Academic Affairs.
16. Anticipates, prevents and resolves conflicts and problems under areas of supervision.
17. Recommends the selection of managers, faculty and staff in area.

Shared Governance

18. Advises, chairs, and supervises committees and task forces related to duties.

19. Serve as the Board's designee for mutual agreement with the Academic Senate on academic and professional matters.
20. Maintains involvement with the Academic Senate on educational and professional matters.
21. Serves as a conduit for Academic Senate's access to the governance process; serves as a communication link with academic employees; and recommends a budget for the Academic Senate.

Student Success

22. Coordinates and works cooperatively with the V.P. of Student Services to provide integrated instructional and student services to benefit students.
23. Provides leadership in shaping the learning experience for students through the innovative academic programs to meet the needs of the student population.
24. Generates and evaluates data related to student enrollment, preparedness, retention, success and other relevant indicators in order to enable all students to achieve their educational goals.
25. Provides direction for advancing the economic growth and global competitiveness of the District through education, training, and services.
26. Develops community partnerships at local, state, and federal levels which support student success and completion.

Executive College and District Leadership Liaison

27. Provides leadership in the development of policies and procedures as it relates to current theory, trends, and legislation for the areas of Academic Affairs.
28. Provides oversight and support for grant funding and special projects that support student success.
29. Prepares federal and state reports and grants; work orders, facility assignments, equipment, supplies, and special requests.
30. Works with legal counsel for issue interpretation, advice and/or action as needed.
31. Attends Board of Trustees meetings; initiates and provides input on issues affecting assigned functions; makes presentations, reviews and approves items submitted by instructional area for presentation to the Board.
32. Provides leadership in collective bargaining negotiations and contract administration applicable to instruction.
33. Leads and participates in community, state, and national organizations and meetings.
34. Performs other related duties as assigned by the President/Superintendent.

QUALIFICATIONS

1. A master's degree (from an accredited college or university)
AND
completion of at least one year of formal training, internship, or leadership experience reasonably related to this administrative assignment, and possess the minimum qualifications to serve as a faculty member in the California Community Colleges.
2. Understanding, sensitivity and commitment to meeting the needs of the diverse academic, socioeconomic, cultural, disability and ethnic background of the student, community, and employee population.

OTHER QUALIFICATIONS

1. Knowledge and leadership experience in curriculum and instruction, program development and evaluation, strategic and facilities planning, fiscal management, enrollment management, student retention and community relations.

2. Expertise as a motivated and innovative leader in all aspects of the teaching and learning process, assessment, learning communities, student learning outcomes, use of technology in the classroom, and the development of diverse curriculum.
3. Knowledge of current management, leadership, learning and teaching principles, trends, theories, research, and community college finance.
4. Openness to change and new methods, a passion for continuous learning and self-improvement and a willingness to meet change with innovation to promote and meet the college mission.
5. Familiarity with laws and regulations related to attendance, student rights, faculty rights, and college rights and responsibilities.
6. Demonstrated effectiveness in leading and motivating managers, faculty and staff collaboratively in a collegial and shared governance environment.
7. Ability to be a fair-minded, ethical and honest leader with excellent interpersonal and communication (oral and written) skills, and the courage and integrity to lead and accept responsibilities.

DESIRED QUALIFICATIONS:

- Doctorate preferred (from an accredited college or university).
- Three (3) years of experience in a management-level position.
- Experience working as an academic division dean.
- Personal characteristics that ensure effective working relationships with college, faculty, staff, students, the Board, and the community.

ABILITIES/SKILLS:

The position requires demonstrated knowledge and leadership experience in:

1. Theories, principles, and practices associated with higher education, counseling, successful teaching and learning, curriculum, matriculation, enrollment management, fiscal management, strategic and facilities planning, program development and evaluation, student retention, learning and student success processes, assessment, student learning outcomes, learning communities, application of technology, and community relations.
2. Principles of adult development and academic affairs principles, trends, theories, and research and community college finance.
3. Credit and noncredit attendance accounting processes and systems, processes and procedures for faculty recruitment, evaluation, and professional development and implementation of negotiated agreements.
4. Development of teaching assignments.
5. Pertinent federal and state laws, and regulations affecting admission, student basic skills assessment, attendance, student privacy, student discipline, student records, ADA and Section 508, federal Title IV, Title IX, student access, and the student's and college's rights and responsibilities as they relate to those areas.
6. Regulations and best practices for student equity and disproportionately impacted student groupings.
7. Budget preparation and its administration.
8. Organizing work and building an effective team to respond to area needs.
9. Demonstrated effectiveness in leading and motivating managers, faculty, and staff with a collaborative style in a collegial and shared governance environment.
10. Advanced human relations skills to deliver formal and influential presentations; build, lead and manage effective teams; review performance.

Requires the ability to:

1. be a fair-minded, ethical, and honest leader with excellent interpersonal and communication (oral and written) skills.
2. courage and integrity to lead and accept responsibility.
3. willingness to meet change with innovation to promote and meet the college mission.
4. organize, plan, develop, and write new programs, develop new concepts, analyze outcomes, and prepare clear and concise reports.
5. guide and motivate others toward goal achievement.
6. direct and facilitate development of personal and team perspectives, and develop and deliver training programs.
7. develop and monitor budgets and maximize financial resources.
8. work cooperatively and productively with internal and external constituencies.
9. advocate for participatory governance, collegiality, staff cohesiveness and for the core values of the institution.

PHYSICAL ABILITIES:

This position requires the physical ability to:

- Function in an office environment performing work of primarily a sedentary nature with some requirement to move about campus and to off-campus locales.
- The ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
- The ability to observe details at close range (within a few feet of the observer) in order to read, recognize printed materials, and computer screen.
- Constantly operate standard office equipment including but not limited to a computer, printer, and copy machine.
- Requires the ability to lift, push, and pull objects of medium weight (less than 30 lbs.) on an occasional basis with or without accommodation.
- Work a flexible schedule which may include evenings, weekends, and split schedules.

WORKING CONDITIONS

Work is performed indoors where minimal safety considerations exist.