

Vice President of Instruction

Posting Details

Requisition Information

Posting Number	AA2016-0443
Academic Position/Title Needed	Vice President of Instruction
Person/Position Being Replaced	Jan Dekker
Due to	Retired
If OTHER, please explain	
Position Classification	Management
Type of Position	Full Time
If OTHER, please explain	
If NEW, please give the board approval date	
Campus Location	Reedley College
Start Date	07/03/2017
End Date	
No. of duty days for entire Fiscal Year	246
No. of duty days for less than entire Year	
Budget Number 1	11-30-210000-91210-xx0
Percentage 1	100
Budget Number 2	
Percentage 2	
Budget Number 3	
Percentage 3	
Budget Number 4	
Percentage 4	
Budget Number 5	
Percentage 5	
Position Number	3609

Requested recruitment period	45 days
If OTHER, please explain	
Post To Jobelephant.com	Yes
Contact Information for Jobelephant.com	Sandi Edwards; sandi.edwrads@scccd.edu; 559-244-5976
HERC Category	Staff & Executive - Executive - Academic Vice Presidents & Provosts
InsideHigherEd Category	Vice Presidents
Special Advertising Instructions for Jobelephant.com	
Job Type	Full-Time
Quick Link	http://scccd.peopleadmin.com/postings/1518

Announcement Information

Essential Functions of Position

Vice President of Instruction (Chief Instructional Officer)

The State Center Community College District invites applicants for the position of Vice President of Instruction (Chief Instructional Officer) at Reedley College.

The State Center Community College District is a multi-campus district with three colleges: Fresno City College, Reedley College, and Clovis Community College.

Reedley College is the district's rural-based college serving the majority of the rural area through its main campus in Reedley and two centers located in the communities of Madera and Oakhurst. Under the direction of the Reedley College President, the Vice President of Instruction provides college-wide educational leadership to achieve a high standard of excellence and innovation in teaching and learning, student development and faculty and staff professional growth. The Vice President of Instruction is responsible for providing leadership, vision and overall guidance for all instructional programs, educational planning, and program development in a learning-centered environment.

Essential Functions of the Position

Leadership, Coordination, and Integration

- Provides instructional leadership in collaboration with the college president, faculty, administrators and staff.
- Collaborates with Student Services and Administrative Services leading to the integration of instruction and student services into a seamless coordinated effort to serve students with a focus on success, persistence, and completion.
- Guides the deployment and development of instructional programs both credit and non-credit in response to student, community, and employer needs.

- Ensures the optimum accessibility of programs and services in all RC locations within the resources available.
- Leads the college's response to emerging opportunities relative to new programs, delivery methods, service strategies, professional development and the continuous improvement of existing programs and services.
- Implements and monitors articulation agreements with schools, colleges, and universities.
- May serve as or assist the college's accreditation liaison officer. Actively participates in and promotes efforts regarding the College's accreditation including districtwide efforts.
- Represents the college and provides leadership at meetings regarding instruction and curriculum including credit and non-credit programs and courses.
- Maintains professional visibility both on campus and in the communities served by RC and the district.

Program Planning and Evaluation

- Leads and supports instruction in planning, development and evaluation of current and future curriculum, technological innovations, services and programs in order to meet student support and academic program needs.
- Provides leadership in the establishment and administration of college-wide academic and student success standards in collaboration with the college president, faculty, administrators, and student leaders.
- Provides leadership in developing and assessing general/institutional learning outcomes and student learning outcomes at the course, program, and institutional level.
- Influences and responds to state and federal legislation which impacts the district and the college, particularly regarding matters of instruction. Determines and/or facilitates appropriate approaches to meet new requirements. Develops, directs and supports performance-based initiatives in anticipation and in response to legislative mandates and student needs.
- Supports, participates, and provides leadership in the college's focus on continuous quality improvement through the college's institutional effectiveness and research efforts.

Resource Management

- Supports, participates, and provides leadership in implementing and maintaining a process for college-wide planning and resource allocation efforts for overall college operations, strategic priorities, and institutional improvement.

- Works with the other vice presidents, deans, department chairs, directors or appropriate college and district staff to develop grant applications.
- Plans and monitors expenses to ensure fiscal accountability and formulate budget recommendations for instructional operations in alignment with district and college resource allocation parameters.
- Reviews and mediates the budget allocation process and sets productivity standards to assure equity and judicious use of resources needed to meet college objectives and targets.
- Encourages, coordinates, and initiates resource development in support of district and institutional goals, strategic priorities, and college-wide and districtwide initiatives.
- Contributes to the overall planning and decision-making processes for the campuses with regard to instruction.

Human Resource Management

- Provides leadership and professional development for the administrators, faculty including adjunct faculty, and support staff assigned to instruction.
- Supervises and evaluates personnel.
- Provides leadership relative to recruitment and selection procedure and recommendations of new faculty, the continuing contract process, faculty development, and evaluation.

Program Development and Innovation

- Leads the identification and development of new programs, both credit and non-credit, and provides leadership for efforts in innovative teaching strategies including new teaching methods, technology driven curriculum, and distance learning to increase student opportunities.
- Collaborates with higher educational institutions and employers in pursuit of economic and community development and to foster student achievement and to better prepare students for the work force and citizenship.
- Contributes to marketing and communications efforts to meet student needs, to support college programs, and to meet college enrollment goals.

Management

- Confers with the other vice presidents, deans, and department chairs regarding academic staff needs, selection, assignments, teaching load, evaluation and retention, and makes recommendations to the college president.
- Responsible for preparation of examination, office, facility, and teaching schedules in consultation with the other vice presidents, deans, and department chairs.

- Prepares and distributes the faculty handbook, schedule of classes and other related documents.
- Ensures appropriate supervision and operations of the library, child development lab, and college farm, and encourages use of these facilities by faculty and students.
- In collaboration with faculty, staff, and administration provides leadership in the development and updating of the Educational Master Plan.
- Facilitates and works collaboratively with the other vice presidents to ensure consistent and optimal oversight and operations for instruction in all RC locations including Reedley, Madera, Oakhurst, or other locations where the college has a presence.

Minimum Qualifications

Include an earned master's degree from an accredited college or university **AND** one year of formal training, internship, or leadership experience reasonable related to the administrator's administrative assignment **OR** possession of a valid California Community College Supervisory Credential **AND** sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.

Desirable Qualifications

- Demonstrated oral and written communication skills.
- Commitment to the mission of the California Community College system.
- Positive, dynamic human relations skills.
- Successful teaching and/or administrative experience in a post-secondary educational setting.
- Demonstrated experience in planning, organizing and implementing programs.
- Experience in a college serving multiple locations.
- Ability to foster a collegial, collaborative working environment.
- Successful experience in a multi-ethnic, pluralistic environment and in responding to the needs of both the traditional and non-traditional student.
- Commitment to working within a participatory governance environment.
- Knowledge of the impact of emerging technologies on the teaching and learning environment.
- Successful experience in obtaining external funding.
- Doctoral degree from an accredited college or university.

Conditions of Employment

224 duty days and 22 vacation days for a total of 246 days.

Salary and Benefits

Salary range is \$120,563 – \$151,863 based on education and experience. A doctoral stipend of \$2,021 is available. In addition, the District offers an attractive fringe benefit package including medical, dental, and vision coverage for the employee and dependents, and life insurance. Employees are also members of the California State Teachers' Retirement System (CalSTRS).

Selection Procedure

Applications will be screened to determine which applicants meet the minimum qualifications as stated in the job announcement.

From the applicants who submit all the required documents and who meet the qualifications, a selection advisory committee will determine the candidates who are best qualified based on the minimum and desirable qualifications. They will be invited to interview.

The selection advisory committee will rate responses to the interview questions. Based on this rating, a small number of applicants will be selected as the "recommended candidates". These candidates will be forwarded to the President for final interviews.

State Center Community College District is an equal opportunity employer. It is our pledge to treat all applicants fairly and equitably in the recruitment and selection process. We endeavor to be a service minded organization and respond, as best we can, to the needs of our applicants and the faculty and administrators we work with in the District.

For more information, contact the Human Resources Office, 1525 E. Weldon Avenue, Fresno, California, 93704, (559) 244-5900. For information on Reedley College or State Center Community College District, visit our website at www.scccd.edu. Please refer to **Position No. 3609**.

Submission of application and related materials is the applicant's responsibility and must be submitted through the district's online applicant portal. The District reserves the right to re-advertise or to delay indefinitely the filling of a position if it is deemed that the applicants for the position do not constitute an adequate applicant pool or if funding is not available. All application materials are subject to verification. False statements may be cause for disqualification or discharge from employment.

Additional Information

Additional Information about the Position

Open Date

Close Date

Closing Time

Open Until Filled No

Posting Specific Questions

Required fields are indicated with an asterisk (*).

- * Do you possess degree(s) earned from an institution outside of the United States? NOTE: If yes, you will be required to upload an evaluation service assessment (foreign transcript evaluation). A list of some available assessment agencies can be found at www.ed.gov under the National Council on the Evaluation of Foreign Academic Credentials section. Please upload under Optional Evaluation Service Assessment. Failure to do so will result in an incomplete application.
 - Yes
 - No

Applicant Documents

Required Documents

1. Transcripts (Unofficial copies accepted - must indicate conferred degree(s) that support the minimum qualifications)
2. Resume or Curriculum Vitae
3. Letter of Application

Optional Documents

1. Certificates
2. Licenses
3. List of Professional References
4. Evaluation Service Assessment
5. Additional Documents
6. Letters of Recommendation

Guest User

There is no guest user set up for this posting.