CLASS PURPOSE

The Executive Vice President (EVP) serves as the chief academic officer responsible for guiding the College’s academic mission and student affairs programs and maintaining the College’s regional accreditation. This college-wide leadership position oversees strategic planning, evaluation, and resource allocation, which enhances and sustains innovation, quality and high levels of student achievement across all student cohorts. Related, the incumbent oversees the activities of the Office of Institutional Effectiveness, enrollment management, professional development and learning innovation. As a member of the President’s executive team, the EVP leads the educational planning process and maintains the Educational Master Plan, ensuring commitment to data-informed decision-making reflecting collaboration with colleagues, in the development of resource priorities that support student success strategies to achieve student learning and student success benchmarks.

The EVP reports to the President and will work closely with (and fosters collaboration among the) deans of academic and student affairs, faculty leadership, the Associated Students of Laney College, and the Office of Business Services to advance the College through focus on research, effective practices, and continuous improvement through commitment to and practice of shared governance, servant-leadership and student success strategies.

Under the direction of the President, plan, organize, coordinate, develop, direct, administer and evaluate Student Learning operations and activities including College-wide academic and student affairs divisions, programs and services and activities for students; provides leadership and direction to academic and classified staff in areas involved in the delivery and administration of a comprehensive program including transfer, career and technical, and foundation skills education, student affairs, contract education, fee-based education, curricula and co-curricular activities, grants, articulation and learning resources; trains, supervises and evaluates the performance of administrative and support staff assigned to academic and student affairs. All leadership efforts are established to ensure that the College’s prioritized needs of students and community are met.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Plan, organize, and administer Student Learning operations and activities including College-wide academic and student affairs divisions, programs, services and activities in order to provide a rich, supportive and productive student learning environment; provide College-wide leadership and oversight for academic and student affairs policy development and strategic
planning; establish and maintain academic and student affairs timelines and priorities; assure related activities comply with established College, State and federal standards, requirements, laws, codes, rules, regulations, policies and procedures.

- Coordinate and direct courses, curricula, student support services and programs, fiscal functions, meetings, communications, information, resources and personnel to meet student needs and enhance the educational effectiveness of the College; direct the development and implementation of academic and student affairs plans, strategies, processes, systems, projects, courses, goals, events and objectives; establish, develop, implement and schedule classes and other instructional and student support program and service activities.

- Serves as the College’s Accreditation Liaison Officer to the Accrediting Commission for Community and Junior Colleges. Provides leadership in the development of Student Learning Outcomes (SLOs) and related meaningful assessment that leads to the improvement of student learning and services.

- Supervise and evaluate the performance of assigned administrators and personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures; assure employee understanding of established requirements.

- Coordinate, attend, conduct and chair various meetings, committees, councils, teams, conferences and special events as assigned; prepare and deliver oral presentations concerning academic and student affairs operations, activities, programs, services and courses; prepare agenda items as needed; attend and participate in collective bargaining sessions and negotiations as directed.

- Direct and assist subordinate administrators in the identification, analysis, design and implementation of program, curriculum and policy initiatives; coordinate academic and student affairs programs and activities to assure compliance with established curriculum standards and requirements and enhance teaching, learning and student success; direct and participate in developing and maintaining curriculum standards, enhancing enrollment and meeting the educational needs and goals of students.

- Coordinate academic and student affairs programs, services, communications, activities, projects, curriculum development and information between administrators, faculty, personnel, community resources, outside organizations, students, the public and various local, State and federal agencies; assure proper and timely resolution of issues, complaints, problems and conflicts within the Office of Student Learning and related to students, staff, faculty, administrative, programs and services.

- Develop and prepare the annual preliminary budget for the Office of Student Learning including its academic and student affairs units; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; direct financial functions to assure fiscal accountability and solvency; evaluate enrollment data to determine appropriate spending priorities; direct and participate in researching, obtaining and maintaining grants and other funding sources; prepare related proposals and documents.

- Direct consultation and advisement services concerning Student Learning; advise and assure students, personnel, administrators, outside agencies and the public are provided with technical,
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accurate and timely assistance and information concerning related programs, services, divisions, departments, courses, curricula, schedules, timelines, standards, requirements, goals, objectives, services, time lines, processes, laws, codes, regulations, policies and procedures.

- Monitor and analyze academic and student affairs operations and activities for educational and financial effectiveness and operational efficiency; direct the research, development and implementation of standards, programs, services, policies, systems and procedures to meet student needs and enhance the educational and financial effectiveness and operational efficiency of instructional and student support operations and activities.

- Direct staff development functions to assure excellence and innovations, educational efficiencies, and accelerated pace of student learning. Related, provide services that assure faculty understanding of curriculum standards and requirements, instructional and student development strategies and related materials; coordinate and direct the development, implementation and conducting of training sessions to facilitate and enhance faculty and student support staff understanding of related principles, standards, guidelines, requirements, practices, procedures and techniques.

- Research, compile and analyze student, enrollment, class, attendance and other instructional information and data; direct and participate in the preparation and maintenance of a variety of records, reports and files related to programs, services, personnel, students, accountability, attendance, budgets, financial activity and assigned duties; assure mandated reports are submitted to appropriate local, State or federal agency according to established time lines.

- Determine community needs in part by developing and maintaining partnerships with businesses, governmental and non-governmental agencies, high schools, other community colleges, and universities to facilitate the planning and delivery of high quality education and student support services.

- Articulate academic and student affairs interests, achievements and needs within the College and to the community-at-large.

- Assure adequate resources and personnel to meet the teaching, learning and student support functions of the College to enhance the success of all students; direct the procurement and purchasing of needed supplies and equipment; initiate personnel transactions such as hiring activities as appropriate.

- Foster and support innovation and continuous quality improvement by focusing on institutional performance research data, collocation with faculty and staff and creation/sustaining recognition and incentives that support and enhance student success.

- Maintain current knowledge of educational trends, innovations and effective practices, and local, State and federal programs, laws, codes, regulations and pending legislature related to instructional and student support program and service operations and activities; oversee the modification of programs, services, policies and procedures to meet State and federal requirements as needed.

- Provide technical information and assistance to the President regarding academic and student affairs divisions, departments, programs, services, activities, needs and issues; assist in the formulation and development of policies, procedures and programs; collaborate with other administrators in identifying classes appropriate for transferring to credit mode.
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- Translate the college to the community and the community to the college by assisting in the development of strategies and activities that build stronger ties with the entire Laney College service area.
- Represent the College locally, regionally, statewide and nationally. Communicate with administrators, personnel and outside organizations to exchange information coordinate activities and programs and resolve issues or concerns. Travel to off-campus locations for meetings, occasionally outside the normal working hours.
- Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work; oversee and assure proper development, maintenance and modification of instructional and student support computer systems.
- Serve as the Acting President in her/his absence, as directed.
- Performs other duties as assigned by the President.

MINIMUM QUALIFICATIONS

1. Possession of a Master’s Degree from an accredited college or university.
2. One year of formal training, internship or leadership experience reasonably related to the administrator’s administrative assignment.
3. Knowledge and proficiency in the operation and use of personal computers utilizing various software applications (i.e., word processing, spreadsheet and database management software) including the Internet.
4. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges’ students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

- Preferred: Doctoral degree from an accredited college or university.
- Five years of college-level administrative experience working in instructional programs and student support programs and services
- Three or more years of full-time teaching experience.
- Demonstrated leadership with academic and student services processes and operations
- Over two years of increasingly responsible experience related to the assignment
- Passion for student-centered education
- Demonstrated ability to work constructively with faculty, administration, classified personnel, students and the public
- Collaborative and visionary leadership skills with the ability to encourage improvement and to inspire her/his colleagues
- Experience with budget philosophy and effective practice, especially in a difficult state budget environment
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- Demonstrated ability to create and maintain high staff morale to achieve consensus while demonstrating sensitivity to the understanding of the college’s diverse populations of students and staff
- Demonstrated commitment to the continued improvement of teaching and learning
- Demonstrated ability to exercise group leadership skills that emphasize collaboration, consensus building, conflict resolution and problem solving
- Demonstrated commitment to participatory approaches to governance

**ENVIRONMENTAL DEMANDS**
Occasional work performed alone. Constant work around and with other people.

**PHYSICAL ABILITIES**
The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Typical physical abilities for this position are:

- Prolonged and frequent sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping
- Moderate to heavy usage of hands in grasping, repetitive hand movement and finger coordination in keeping records and preparing reports using a computer keyboard.
- Speech and hearing to communicate effectively in group settings and by telephone to students, faculty, staff, and others.

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