

PERALTA COMMUNITY COLLEGE DISTRICT - December, 2011

ACADEMIC MANAGEMENT JOB DESCRIPTION

VICE PRESIDENT OF INSTRUCTION

(Management Salary Range 4)

Job Code: 633

CLASS PURPOSE

The Vice President of Instruction is responsible to the President of the College for providing leadership, direction, general supervision and evaluation of the total instructional program. The incumbent works closely with the President, Vice President of Student Services and the Business and Administrative Services Manager.

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.

- Provides leadership and coordinates and supervises all aspects of the instructional program of the College in compliance with applicable Federal, State, local and District regulations; and ensures compilation and submission of reports as required.
- Coordinates the operation of administrative and academic computing functions, networks and personal computing support to ensure effective assimilation of diverse information technologies and their applications at the College level with the District Office of Information Technology.
- Provides leadership for the continuous improvement of teaching and student learning; plans, organizes and implements a systematic process for supervision and evaluation of instruction and the recruitment of faculty.
- Serves as the College Accreditation Liaison Officer.
- Assists the College President in the development of the total College budget and coordinates and supervises all aspects of the instructional budget, including preparing recommendations to meet educational needs of all segments of the College.
- Serves as principal advisor to the College President; develops, recommends and implements operating policies; and makes policy decisions as authorized; may serve as the Administrator in Charge in the absence of the President.
- Assures implementation of faculty tenure review process, evaluation of full and part-time staff on a timely basis.
- Produces class schedules which are based on student learning needs and program patterns to encourage course and program completion.
- Directs and administers the activities of instructional administrative personnel, as well as other personnel through subordinate management personnel.

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- Assists in articulation of instructional programs within the Peralta District, as well as with other colleges/universities and secondary schools.
- Develops and coordinates in-service training and staff development for personnel.
- Serves as College Liaison with the District Office and other educational institutions on all matters relating to the College's instructional program, and other related functions as assigned.
- Assists the College President in maintaining compliance with Federal, State and local regulations, including District policies and procedures.
- Supervises and coordinates preparation of the college catalog, master schedule of classes, and other necessary instructional publications.
- Provides leadership for the development and revision of the College's Institutional Master Plan, and the development of instructional short- and long-term goals.
- Plans, supervises and administers weekend and summer session programs.
- Serves as a resource to instructional administrative staff by providing data and instructional research as necessary.
- Assumes leadership of or serves on College and District councils, commissions and committees as required and represents the College in meetings of the community, other educational institutions, and agencies as required.
- 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

- Possession of a Ph.D. or Ed.D. Degree from an accredited college or university.
- Experience in instructional research design and its integration into learning outcomes and program review for continuous improvement.

ENVIRONMENTAL DEMANDS

Occasional work performed alone. Constant work around and with other people.

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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.

Revised: 5-23-13