



ASSOCIATE VICE PRESIDENT, INSTRUCTION – DE ANZA

DEPARTMENT: Instruction

COLLEGE: De Anza

SALARY GRADE: [A2/A3 - K](#)

POSITION PURPOSE:

Reporting to the Vice President of Instruction, the Associate Vice President of Instruction is responsible for the leadership and management of instructional offices and divisions providing support for faculty and staff in their direct instructional roles, as well as providing instructional support services directly to students. The position assumes responsibility for establishing leadership and strategic direction over the provision of instructional support for technology enhanced instruction, the provision and deployment of library and other instructional materials, the provision of non-credit community education instruction, the scheduling and management of course offerings, and the integration of student success programs with direct instructional divisions.

NATURE and SCOPE:

The Associate Vice President of Instruction oversees the Academic Services Division and Learning Resources Division, both of which provide services to faculty, staff and students across campus and works closely with the Vice President of Instruction in both long-range planning and daily administration of the instructional area of the college

The Dean of Academic Services supervises the Dean of Learning Resources, Diversity Coordinator, Director of Staff and Organizational Development, Coordinator of Tenure Review, and the Curriculum Specialist as well as other faculty and staff positions.

KEY DUTIES and RESPONSIBILITIES:

The following duties and responsibilities are typical but not limited to the following:

1. Develops enrollment management projections and allocations to be used by both instructional and student services deans.
2. Works with vice presidents and deans in order to prepare budget projections and reports.
3. Provides leadership and management for the Dean of Learning Resources and the Dean of Community Education, insuring the integration of services and curricula with other instructional divisions.
4. Insures the prudent allocation of tutorial and other student support services.
5. Meets, advises, and assists campus administrators in matters related to load management, release/reassign time, and budget allocations for instructional equipment, lottery dollars and one-time dollars.
6. Works with vice presidents and directors to ensure compliance with state mandates regarding prescribed spending.
7. Provides leadership and vision in the planning, direction and administration of programs and services within Academic Services and associated instructional divisions.
8. Meets, advises, interprets and instructs campus administrators in matters related to the minimum qualifications for both full-time and part-time faculty; ensures compliance of statewide Academic and Title V requirements.
9. Oversees equal opportunity employment and diversity initiatives to facilitate the development of the multicultural plan.

10. Oversees the tenure review process; includes directing the Tenure Review Coordinator to establish tenure review committees for new hires and providing administrative support for problem solving or conflict resolution.
11. Perform related duties as required.

EMPLOYMENT STANDARDS

Knowledge:

1. Title V of the California Code of Regulations, California Education Code, and the Family Educational Rights and Privacy Act (Buckley Amendment).
2. District collective bargaining agreements and tenure review policies and practices.
3. De Anza College educational policies and procedures and Curriculum Handbook.
4. Various district technologies.
5. Principles of program evaluation, student assessment, instructional advising and organizational development.
6. Principles of organizational development.

Skills and Abilities:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Lead groups and manage multiple constituencies.
3. Develop outcomes-based planning models for college-wide use.
4. Prioritize time and tasks.
5. Communicate effectively both orally and in writing.
6. Strong supervisory skills.

Education and Experience:

1. Master's degree in related field.
2. One year of administrative experience, formal training, internship or leadership in any related field.
3. Three years of administrative and instructional experience at a community college.

WORKING CONDITIONS:

Environment:

1. Typical office environment; subject to travel to conduct work.

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone and make presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision sufficient to read various materials.
4. Sitting for extending periods of time.
5. Bending at the waist.
6. Lifting and carrying objects up to 20 lbs.

Date Approved: February 2000; revised November 1, 2008
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Creditable Service: STRS