



**ASSOCIATE VICE PRESIDENT, INSTRUCTION – FOOTHILL COLLEGE**

**DEPARTMENT:** Instruction

**COLLEGE:** Foothill

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

**POSITION PURPOSE:**

Reporting to the Vice President of Instruction and Institutional Research, the Associate Vice President of Instruction is responsible for the leadership and management of instructional support services for faculty and staff, such as orientation, curriculum, tenure, accreditation processes, Title 5 compliance, scheduling, attendance accounting and the college catalog.

**NATURE and SCOPE:**

The Associate Vice President of Instruction oversees instructional services and provides support to faculty, staff and students across campus. This position works closely with the Vice President of Instruction and Institutional Research in both long-range planning and daily administration of the instructional area of the college.

The Associate Vice President of Instruction supervises the Curriculum Coordinator, Academic Scheduling Coordinator and the Academic Services Technician.

**KEY DUTIES and RESPONSIBILITIES:**

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

1. Provides leadership to the Curriculum team, co-chairs the college curriculum committee, and supervises the day-to-day curriculum operations and processes.
2. Works closely with the College Articulation Officer and serves as the college's liaison to the CCCCCO with regards to curriculum, degrees, certificates, and other relevant academic policies and procedures.
3. Provides leadership and management for the College Catalog and other academic publications and works closely with the college's marketing team.
4. Oversees the academic schedule and serves as a resource with regards to attendance accounting, audits and other compliance issues.
5. Serves as the college's Accreditation Liaison Officer.
6. Meets and advises 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.
7. Performs related duties as required.

**EMPLOYMENT STANDARDS**

**Knowledge:**

1. Title 5 of the California Code of Regulations, California Education Code, District collective bargaining agreements and Accreditation processes and regulations.
2. CCCCCO rules and regulations related to curriculum, course and program development and attendance accounting.
3. Foothill College educational policies and procedures and Curriculum Handbook.

4. Various district technologies.

**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. Project management and organizational skills.
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.

**Required 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.

**Preferred Education and Experience:**

1. 2-5 years of progressive leadership at CA Community Colleges.
2. CA community college teaching experience.
3. Curriculum development experience.

**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: October 2013

Ed Code: H-10

Creditable Service: STRS