



**VICE PRESIDENT, INSTRUCTION**

**DEPARTMENT:**

**COLLEGE:** De Anza

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

**POSITION PURPOSE:**

Reporting to the President, provides leadership and vision in the planning, direction, administration and evaluation of the college's instructional program. The Vice President is responsible for all academic planning and improvement of teaching and learning in all college programs and services; promotes the development of innovative instructional and support programs to meet the educational needs of a diverse student population; works collaboratively with all segments of the De Anza community and the community at large; coordinates the hiring and evaluation of faculty, staff, and administrators including responsibility for advancing diversity. The Vice President also manages productivity; develops and monitors budgets and encourages the development and use of a broad range of teaching strategies and new technologies related to the access and delivery of programs and services.

**NATURE and SCOPE:**

The Vice President of Instruction oversees the administration of transfer and vocational instructional programs, as well as curriculum approval processes, community education, distance learning, staff development, Office of Diversity operations, faculty and classified staff negotiations, and tenure review.

The Vice President of Instruction supervises the Associate Vice President of Instruction, Dean of Learning Resources, Dean of Biological, Health & Environmental Sciences & Workforce, Dean of Business/Computer Systems, Dean of Community Education, Dean of Creative Arts, Dean of Intercultural/International Studies, Dean of Physical Education & Athletics, Dean of Physical Sciences, Mathematics & Engineering, Dean of Social Sciences and Humanities, Director, Professional & Organizational Development, and the Director of ICCE/Diversity.

**KEY DUTIES and RESPONSIBILITIES:**

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

1. Provides leadership and a sense of vision and direction, while working collaboratively with all constituencies, in the development of plans for enhancing the quality of the instructional program, the development of new programs, and the redirection of existing programs to meet the instructional needs of the students.
2. Develops plans for the personnel, facilities and equipment needs of the instructional programs.
3. Encourages multi-directional communication and orderly collaborative decision making in the instructional program.
4. Defines organizational roles and relationships so as to maximize the effectiveness of the instructional program.
5. Develops, coordinates and implements the annual Instructional Program Review, including qualitative as well as quantitative measures, and makes recommendations for program needs and additional faculty to fulfill these needs.
6. Based on program review and the overall mission and priorities of the college, develops college enrollment goals for the instructional programs, allocates personnel resources to attain these goals, and monitors indicators of successful achievement of those goals.
7. Serves on appropriate college and district committees representing the instructional programs of the colleges and chairs committees when so designated.

8. Participates in the selection of all De Anza instructional managers and faculty.
9. Supervises and evaluates all instructional administrative staff.
10. Coordinates evaluation of instructional faculty (full- and part-time), including responsibility for tenure review, regular annual evaluation, and Professional Achievement Awards.
11. Develops and manages the instructional budget of the college.
12. Provides support and assistance to faculty research pertaining to the instructional process.
13. Guides the development of an effective staff development program.
14. Represents the college with distinction in community, state, and national activities.
15. Serves as the Accreditation Liaison Officer for the college.
16. Is responsible for the instructional programs of the college including all instructional divisions, Learning Resources, Contract Instruction, Extended Campus, California History Center, Child Development Center, Euphrat Gallery, Extended Opportunity Programs and Services, Occupational Training Institute, and Administration of Justice Firing Range.
17. Support, implement and promote compliance with the District's Diversity Plan and Affirmative Action Plan in all aspects of employment and education; encourage cultural and ethnic diversity in staffing, curriculum, programs and services.
18. Assure compliance with the District's Injury and Illness Prevention Program by providing motivation, incentives and discipline to assigned staff; maintain a safe work environment, enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentations and requiring employees to receive mandated training.
17. Perform other duties as assigned by the President.

## **EMPLOYMENT STANDARDS**

### **Knowledge:**

1. Quality principles of trust, teamwork, and collaboration.
2. Principles and practices of higher education organizations and structures.
3. Principles of leadership, management, and supervision.
4. Mission and goals of community colleges.
5. Shared governance principles, recognizing the importance of the democratic process and fostering open communication among all divisions, programs, and services; adhering to principles of trust, teamwork and collaboration.

### **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. Implement concepts and shared governance.
3. Develop and implement strategic planning process
4. Communicate effectively orally and in writing.
5. Work effectively with diverse students, staff, faculty and administrators individually and as team members.
6. Use independent judgment in the interpretation and application of rules, regulations, policies and procedures.
7. Represent and promote the interests of the division in the administration of the college and the district.
8. Provide leadership to a diverse group of faculty and staff.
9. Handle difficult and sensitive issues and problems and resolve conflicts.

10. Train, assign, supervise, evaluate and develop staff.
11. Interact effectively with diverse students, staff, faculty and administrators, individually and as team members.

**Education and Experience:**

1. A Master's Degree from an accredited institution in a discipline within or related to the division area.
2. One year of administrative experience, formal training, internship or leadership in an area related to curriculum development and research.

The successful candidate will have one year of direct administrative experience in:

1. Planning, implementing, administering, and evaluating instructional programs and services;
2. Hiring, supervising, developing and evaluating faculty and staff;
3. Developing, managing and administering complex budgets;
4. Serving as an active support in diversity.

**Preferred Qualifications:**

1. An earned doctorate.
2. Postsecondary administrative experience in a multicultural environment, preferably a a Dean or Associate Vice President level.
3. Demonstrated successful program or curriculum development and academic strategic master planning.
4. Experience in managing and leading diverse personnel, including team building, cultural sensitivity, conflict resolution, and team projects.
5. Teaching experience in a community college or other higher educational institution.
6. Resource development experience with grants, foundations, or similar development activities.

**WORKING CONDITIONS:**

**Environment:**

1. Typical office environment.

**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.

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Creditable Service: STRS