

VICE PRESIDENT, INSTRUCTION

DEPARTMENT: Instruction

COLLEGE: Foothill

SALARY GRADE: [A2/A3 – N](#)

POSITION PURPOSE:

Reporting to the College President, the Vice President of Instruction provides leadership and vision in the planning, direction, administration, and evaluation of the college's instructional programs. The Vice President is responsible for all academic planning and improvement of teaching and learning in all college programs; oversight of the accreditation process; ensures alignment of schedule with Guided Pathways effort; 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 Foothill community; coordinates the hiring and evaluation of faculty, staff, and administrators. The Vice President also manages productivity; develops and monitors budgets and encourages the development and use of a broad range of teaching strategies and modalities related to the access and delivery of programs and services.

NATURE and SCOPE:

The Vice President of Instruction supervises the Language Arts Division, Science, Technology, Engineering and Math Division, Business and Social Sciences Division, Fine Arts and Communications Division, Kinesiology and Athletics Division, Library and Learning Resource, Online Learning, Health Sciences and Horticulture Division, Career Technical Education programming, including broad oversight of Sunnyvale Center. The Vice President provides direct supervision of the Associate Vice President of Instruction overseeing curriculum and scheduling processes. The position is responsible for the overseeing the accreditation process, broad oversight of scheduling to ensure alignment with Guided Pathways, college catalog, curriculum, general education, program review, planning, budgeting, hiring, personnel evaluations, and CTE programming. The Vice President works in close collaboration with the Student Services division, The Office of Equity and Inclusion, and the International Students Program to ensure alignment of services.

KEY DUTIES and RESPONSIBILITIES:

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

1. Serve as the Accreditation Liaison Officer for the college and provides leadership and direction for the accreditation process including the implementation of policy related to compliance for applicable regulations.
2. Develop, coordinate, and implement the annual Instructional Program Review, including qualitative and quantitative measures and makes recommendations for program needs.
3. Based on program review and the overall mission and priorities of the college, develop college enrollment goals for the instructional programs, allocate personnel resources to attain these goals, and monitor indicators of successful achievement of those goals.
4. Possess strong, dynamic academic and administrative leadership to foster an environment that encourages teaching and learning excellence.
5. Responsible for all academic planning and assessment and improvement of teaching

- and learning in college programs and services.
6. Ensure the efficient delivery of classroom instruction; Promote the development of innovative instructional and support programs to meet the educational needs of a diverse student population.
 7. Work collaboratively with all segments of the Foothill community and the community at large in a manner that makes them feel valued and respected.
 8. Coordinate the hiring and evaluation of faculty, staff, and administrators including responsibility for advancing diversity.
 9. Collaborate with instructional and college institutional research activities to ensure consistency with the college's vision, mission, goals and objectives.
 10. Represent the College as the Chief Instructional Officer at statewide organizations; communicating guidance from the State Chancellor's Office and participating in regional dialogue.
 11. Provide vision and leadership to the Associate Vice President of Instruction on matters related to curriculum, scheduling, and student academic success.
 12. Provide vision and leadership for the development and assessment of student learning outcomes and encourages the development and use of a broad range of teaching strategies and innovative technologies related to the access and delivery of programs and services.
 13. Provide 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.
 14. Manage enrollment; develop and monitor budgets and oversee activities to improve institutional effectiveness.
 15. Develop collaborations and agreements with educational partners.
 16. Maintain a collaborative working relationship with the Vice President of Instruction at De Anza College.
 17. Perform other duties as assigned.

EMPLOYMENT STANDARDS

Knowledge:

1. Enrollment management best practices, program planning, and trend projection.
2. State and federal compliance issues and regulations for vocational educational grants.
3. Working knowledge of all applicable laws, regulations, guidelines, and contacts, such as Title V, Education Code, OSHA, ACE.
4. College educational policies and procedures related to the Program and Course Approval Handbook.
5. Board Policy, District Contracts, and College Handbooks.
6. Special program standards of the divisions in which this position has jurisdiction.
7. Computers: commonly used software and communication mediums.
8. District policies and procedures.
9. Personnel management.
10. College governance policies.
11. Knowledge of shared governance principles and the ability to foster open communication among all divisions, programs, and services; adhering to principles of trust, teamwork and collaboration.
12. Effective and innovative solutions to management and operational issues.
13. Writing and assessing student learning outcomes at all levels (course, program, general education and institutional).

14. Accreditation standards and processes.

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. Support, implement and promote advancement of the Strategic Vision for Equity.
3. Interact effectively with diverse students, staff, faculty and administrators, individually and as team members.
4. Title 5 of the California Code of Regulations, California Education Code, District collective bargaining agreements and Accreditation processes and regulations.
5. Planning, implementing, administering, and evaluating instructional programs and services;
6. Hiring, supervising, developing, and evaluating faculty and staff;
7. Developing, managing, and administrating complex budgets.
8. CCCCO rules and regulations related to curriculum, course and program development and attendance accounting.
9. Effective communication skills, both oral and written, including the development and implementation of complex proposals and presentations.
10. Personnel supervision and experience with the tenure review process.
11. Provide leadership, management, and team building.
12. Effectively use interpersonal skills, follow through with duties, provide attention to detail, and demonstrate the ability to motivate others.
13. Use creative facilitation and conflict resolution skills to resolve difficult and sensitive issues.
14. Understand and implement shared governance, and collaborative decision-making processes within and across division/department lines.

Education and Experience:

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. Master's degree or higher academic degree.
3. Two year of administrative experience, formal training, internship or leadership in an area related to the management of instructional programs.

Preferred Qualifications:

1. Three to five years progressively responsible administrative leadership in higher education, including enrollment management and program planning.
2. An earned doctorate.
3. Working knowledge of California Education Code, Title 5 Regulations, and negotiations.
4. Knowledge of and experience with analytical tools, program planning, trend projection and resource allocation.
5. Experience teaching in higher education.
6. Demonstrated successful experience in program or curriculum development and academic planning.

7. Experience in managing and leading diverse personnel, including team building, cultural sensitivity, conflict resolution, and team projects.
8. Experience with Career and Technical Education (CTE) programs.

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 extended periods of time.
5. Bending at the waist.
6. Lifting and carrying objects up to 20 lbs.

Date Approved: February 1996; Revised: April 2023

Ed Code: H-10

Creditable Service: STRS