



## Office of Human Resources and Equal Opportunity Administrator Job Description

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### VICE PRESIDENT, INSTRUCTION

**DEPARTMENT:**

**COLLEGE:** De Anza

**SALARY GRADE:** [A2 - N](#)

**POSITION PURPOSE:**

Reporting to the President, the Vice President of Instruction 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, equity, inclusion, accessibility, and antiracism. The Vice President also manages productivity; develops and monitors budgets while seeking new external funding opportunities; 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 transfer and vocational programs, curriculum approval, community and contract education, dual enrollment, distance learning, staff development, and Office of Diversity operations. Responsibilities also include faculty and staff negotiations and tenure review.

The Vice President of Instruction supervises the Associate Vice President of Instruction, instructional deans across various disciplines, and institutional research. instructional deans, the Director of Institutional Research, Planning & Accreditation, and appropriate office staff.

**KEY DUTIES and RESPONSIBILITIES:**

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

1. Serves as the Chief Instructional Officer of the college and an advisor to the President. Supports the President in providing leadership in the development and coordination of the vision, mission and values of the college. Provides strategic vision, policy analysis, and organizational support to develop and enhance high quality instructional programs and services to advance economic growth and global competitiveness through innovative collaborations, training and services, and business partnerships.
2. 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 all instructional programming, the development of new programs, the redirection of existing programs to meet the instructional needs of students and the workforce, and necessary professional development for faculty, classified staff professionals, and administrators.
3. Develops plans for personnel, facilities and equipment needs of the instructional programs, initiating and leading the formulation of long-range planning through the college's Strategic Plan, Educational Master Plan, Facilities Master Plan, Technology Master Plan, and Student Equity & Achievement Program Plan.
4. Initiates, researches and develops strategic enrollment management strategies and workplan, ensuring that the college provides coursework and programming that best meets the needs of students, community and the workforce.
5. Encourages multi-directional communication and orderly collaborative decision making in all instructional programs.

6. Defines organizational roles and relationships so as to maximize the effectiveness of all instructional programs.
7. 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.
8. 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.
9. Works collegially with shared governance committees and serves on appropriate college and district committees, representing the instructional programs of the college and chairs committees when so designated.
10. Ensures compliance with Education Code, state regulations, accreditation standards, Board policies, and administrative procedures. Initiates recommendations of revisions to and provides leadership in the development of policies and procedures related to educational programming across the college and district.
11. Participates in the selection of all De Anza instructional managers and faculty.
12. Supervises and evaluates all instructional administrative staff.
13. Coordinates evaluation of instructional faculty (full- and part-time), including responsibility for tenure review, regular annual evaluation, and Professional Achievement Awards.
14. Develops and manages the instructional budget of the college and leads efforts to procure external resources such as grants.
15. Provides support and assistance to faculty research pertaining to instructional processes.
16. Guides the development of an effective staff development program.
17. Represents the college with distinction in community, state, and national activities.
18. Participates as needed on district collective bargaining, assists in the preparation of proposals for negotiations and ensures compliance with collective bargaining agreements.
19. Works cooperatively and provides leadership in developing partnerships with business, industry, government, schools, colleges, public and private sector agencies, and the community at large in the planning and implementation of educational and student support programs.
20. Provides leadership in building and maintaining articulation and collaborative activities with other institutions (TK-12 and higher education), public agencies and boards, as well as with business and industry.
21. Supports, implements and promotes compliance with the District's Equal Employment Opportunity (EEO) Plan in all aspects of employment and education; encourages cultural and ethnic diversity in staffing, curriculum, programs and services.
22. Assures compliance with the District's Injury and Illness Prevention Program by providing motivation, incentives and direction to assigned staff; maintains a safe work environment, enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentations and requiring employees to receive mandated training.
23. Performs 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; and
4. Serving as an active support in diversity.

**Preferred Qualifications:**

1. An earned doctorate.
2. Postsecondary administrative experience in a multicultural environment, preferably at 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