

PERALTA COMMUNITY COLLEGE DISTRICT - March 22, 2010

ACADEMIC MANAGEMENT JOB DESCRIPTION

VICE CHANCELLOR FOR EDUCATIONAL SERVICES

(Executive Salary Range)

Job Code: 623

CLASS PURPOSE

The Vice Chancellor for Educational Services reports directly to the Chancellor and serves as the chief academic officer of the District. The Vice Chancellor provides overall leadership in curriculum planning and development and in the development, implementation and coordination of Instruction and Student Support Services of the District. This includes providing administrative direction over Admissions and Records, Financial Aid, Children's Centers, International Education, distance learning programs, Institutional Research, workforce and economic development grants and programs, and other assigned programs.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Serves as Chief Academic Officer of the District and coordinates the educational services of the District.
- Exercises oversight of the academic divisions of the District Administrative Center
- Provides overall leadership to the District in curriculum planning and development, including new programs, coursework and distance learning, and the implementation and coordination of the instructional and student support programs of the District.
- Maintains the instructional program inventory and monitors the instructional programs of the District.
- Develops and manages the budget for the Office of the Vice Chancellor for Educational Services.
- Provides district-level coordination and oversight for the educational master planning process and implementation.
- Provides district-level coordination and oversight for program review and accreditation
- Provides district-level support and oversight of the professional development officer.
- Provides district-level oversight for economic/workforce development related to educational services at the colleges.
- Coordinates district and college level grant development opportunities
- Provides administrative oversight for the District's Tenure Review and faculty evaluation processes.

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- Monitors and reviews Faculty Service Areas in coordination with the District Academic Senate.
- Provides oversight of the Faculty Diversity Internship Program (FDIP)
- Provides oversight of the Faculty Column Advancement Committee.
- Interprets and ensures compliance with federal and state statutes and regulations, the rules and policies of the Board of Trustees and the administrative directives of the Chancellor as they affect educational and student support services in the District.
- Supervises the completion of reports as necessary or appropriate for federal, state and local agencies including various reports and data submissions required by the State Chancellor's Office for California Community Colleges.
- Supports the Chancellor and the District Negotiator in collective bargaining activities with the faculty and staff, and ensures compliance with contracts on an on-going basis.
- Recommends to the Chancellor necessary changes in organizational and operating policies and procedures to improve the operations of the District.
- Reviews legislation affecting the academic affairs of the District and advises the Chancellor and the Board of Trustees.
- Serves on the Chancellor's Executive Staff and on District committees; attends meetings of the Board of Trustees.
- Oversees the district-wide Educational Master Planning process. Chairs other district-wide committees, as appropriate.
- Acts in the absence of the Chancellor as directed.
- Performs other duties as assigned by the Chancellor.

MINIMUM QUALIFICATIONS

1. Possession of a Master's Degree from an accredited college or university in a discipline represented within the Peralta Community College District curriculum, and five years of successful full-time experience in administrative or management positions in education, business, industry, or government.
2. Knowledge of California and federal laws and regulations for community colleges.
3. Knowledge and proficiency in the operation and use of personal computers utilizing various software applications (i.e., word processing, spreadsheet and database management software) including email and the Internet.
4. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

- Possess a Ph.D. or Ed.D. degree from an accredited college or university.
- Postsecondary teaching experience, preferably in community colleges.

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- Demonstrated collective bargaining experience in a college environment and demonstrated understanding and experience working with shared governance.

ENVIRONMENTAL DEMANDS

Occasional work performed alone. Constant work around and with other people.

PHYSICAL ABILITIES

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Typical physical abilities for this position are:

- Prolonged and frequent sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping
- Moderate to heavy usage of hands in grasping, repetitive hand movement and finger coordination in keeping records and preparing reports using a computer keyboard.
- Speech and hearing to communicate effectively in group settings and by telephone to students, faculty, staff, and others.

Revised: 5-23-13