

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Vice President, Instruction	Range: 37 (AC)	Management Schedule
Date Revised:		Date Approved:	November 9, 2004

PRIMARY PURPOSE

Under the direction of a college president, this position is responsible for planning, organizing and directing the operations and activities of the college educational programs and services. The Vice President of Instruction serves as the college Chief Instructional Officer.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Plans, organizes and directs the operations and activities of the college educational programs including instructional curriculum, instructional policies and procedures, program review, schedule of class offerings, college catalog and related publications, extended day/weekend college, distance learning, college library services, academic support center, technology learning center, and other educational programs.
2.	Develops and implements plans and policies to facilitate and improve the instructional programs and facilitates related operations and activities, including enrollment management and instructional personnel budgeting.
3.	Directs and monitors the operations and activities of grants and special programs, including vocational education, workforce preparation and economic development.
4.	Directs the preparation of budgets for assigned programs and services; monitors and controls budget expenditures; compiles information and prepares a variety of reports related to programs, operations and activities.
5.	Supervises staff development activities as directed.
6.	Trains, supervises, evaluates and directs the work of personnel as assigned; participates in selection and hiring processes.
7.	Plans, organizes and arranges appropriate training and staff development activities; provides orientation for new employees.
8.	Organizes, attends, or chairs a variety of meetings as required; serves on committees and special projects as assigned; coordinates programs and services as appropriate with other District and college personnel.
9.	Coordinates outreach and related activities with other colleges, high schools, vendors, students, community agencies, governmental and private agencies and other outside organizations.
10.	Learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
11.	Performs related duties as assigned.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

OTHER FUNCTIONS

In addition to the essential functions, the Vice President of Instruction serves as the college liaison with the District Office of Human Resources for personnel matters related to instructional program personnel, including evaluations, personnel processing and record-keeping.

WORKING RELATIONSHIPS

The Vice President of Instruction maintains frequent contact with college and District administrators, faculty and staff.

EDUCATION AND EXPERIENCE

Minimum Qualifications

Possession of a master's degree from a regionally accredited institution and at least one year of formal training, internship or leadership experience reasonably related to the assignment.

Desirable Qualifications

Possession of an earned doctorate from a regionally accredited institution and at least three years of teaching or other academic experience as a faculty member and at least three years of administrative experience, preferably at a community college.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of District organization, operations, policies and objectives
Knowledge of California education code and requirements, including Title 5
Knowledge of research project policies, procedures and practices, including data collection and analysis
Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary
Knowledge of record keeping procedures
Knowledge of budget preparation and maintenance
Knowledge of appropriate software and databases
Ability to interpret, apply and explain laws, regulations, policies and procedures
Ability to assess, analyze, implement and evaluate research project activities
Ability to analyze situations accurately and adopt an effective course of action
Ability to plan, organize and prioritize work
Ability to meet schedules and time lines
Ability to work independently with little direction
Ability to understand and follow oral and written directions
Ability to communicate efficiently both orally and in writing
Ability to supervise, train and provide work direction to others
Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

None

WORKING CONDITIONS

Office environment; subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-3 hours); may require off-site duties and activities.
