



NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT



Job Description

Job Title:	Vice President of Instruction	Salary Range:	39
Date Revised:	4/2/2026	Date Approved:	6/23/2026

PRIMARY PURPOSE

Under the general direction of an administrator, the Vice President of Instruction serves as the College's Chief Instructional Officer. The Vice President plans, organizes, and directs all instructional programs, services, and academic support operations. The Vice President provides leadership to ensure excellence in teaching and learning, advances student success and equity, and fosters innovation and collaboration across a multi-campus District.

DISTINGUISHING CHARACTERISTICS

The Vice President of Instruction is distinguished as a senior executive-level leader responsible for the comprehensive oversight of academic programs and instructional services. The Vice President integrates strategic planning, enrollment management, accreditation, fiscal stewardship, and personnel leadership across all academic divisions. The Vice President operates with significant autonomy, represents the College at District, state, and regional levels, and serves as the primary driver of academic quality, equity-minded practices, and institutional transformation.

ESSENTIAL FUNCTIONS

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

Academic Leadership and Program Oversight

1. Provides leadership in the development, implementation, and evaluation of instructional programs, curricula, policies, and procedures.
2. Oversees academic divisions, the college catalog, class schedules, distance education, library services, learning centers, and other instructional support programs.
3. Ensures ongoing program review, accreditation compliance, and continuous improvement of instructional quality.

Enrollment Management and Student Success

4. Develops and implements enrollment management strategies aligned with institutional goals.
5. Directs initiatives that close achievement gaps, support disproportionately impacted students, and create inclusive educational environments.
6. Oversees special programs, workforce preparation, vocational education, and community partnerships that enhance student access and success.

Fiscal and Resource Management

7. Prepares, monitors, and manages budgets for instructional programs and services.
8. Oversees fiscal accountability and compliance for grants, categorical funds, and external resources.
9. Ensures efficient allocation of instructional resources, technology, and facilities.



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Personnel Leadership and Development

10. Recruits, hires, trains, supervises, and evaluates administrators, faculty, adjunct instructors, and classified staff.
11. Provides leadership to the tenure review evaluation process
12. Directs professional development and leadership training to build a high-performing workforce.

Governance, Collaboration, and Representation

13. Chairs and participates in committees, task forces, and governance bodies.
14. Coordinates with other colleges, K–12 districts, universities, industry partners, and community agencies to expand educational pathways.
15. Serves as a liaison to the District Office of Human Resources for instructional personnel matters.
16. Represents the College at District, state, and regional meetings and initiatives.

Data, Planning, and Compliance

17. Collects and analyzes institutional data to inform decision-making, resource allocation, and strategic planning.
18. Ensures compliance with District, state, and federal regulations, including Title 5, accreditation standards, and labor regulations.
19. Prepares reports and presentations for executive leadership, the Board of Trustees, and external agencies.

Technology and Process Improvement

20. Identifies and implements emerging technologies to improve instructional and administrative efficiencies.
21. Ensures division processes support timely, organized, and effective service delivery.

Diversity, Equity, and Inclusion

22. Leads college-wide efforts to recruit and retain faculty, staff, and students.
23. Participates in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; actively assists in the creation of a welcoming and inclusive work and educational environment; attends and participates in diversity, equity, and inclusion trainings and events.

General

24. Performs other duties that support the overall objective of the position

WORKING RELATIONSHIPS

The incumbent engages and maintains contact with various District administrators, management, faculty, staff, students, vendors, government agencies and organizations, higher education institutions, the California State Chancellor's Office, and the public.



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MINIMUM QUALIFICATIONS

Education and Experience:

- Master's Degree from a regionally accredited institution in a related discipline; **AND**
- Six (6) years of formal training, internship, or leadership experience reasonably related to the assignment; or work experience directly related to the position.
- **Or**, any combination of education and experience which would provide the required equivalent qualifications of the position; **AND**
- Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

DESIRABLE QUALIFICATIONS

- Earned doctorate from a regionally accredited institution in a related discipline.
- Three (3) years of teaching experience in a higher education environment.
- Three (3) years of administrative experience in a higher education environment.
- Demonstrated experience fostering an inclusive and welcoming work or educational environment through equity-minded approaches in professional interactions with colleagues and students.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge:

- Knowledge and understanding of District, college, division, department, and/or program organizations, operations, policies, procedures, rules, laws, regulations, goals, and objectives related to the area of assignment.
- Knowledge of and familiarity with the California Education Code, Title 5, and other applicable laws and regulations related to the area of assignment.
- Knowledge of higher education organization, governance, and instructional operations.
- Knowledge of curriculum development, accreditation, instructional methods, and student success strategies.
- Knowledge of educational pedagogy and student success strategies.
- Knowledge of accreditation standards.
- Knowledge of collective bargaining agreements.
- Knowledge of research project policies, procedures, and best practices, including data collection and analysis.
- Knowledge of budget preparation and maintenance.
- Knowledge and understanding of student services operations, including student advising, retention strategies, and support services.
- Knowledge of federal and state regulations related to student services, such as FERPA.
- Knowledge of student information systems, management information systems, databases, and data management practices.



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- Knowledge and awareness of equity and inclusion principles, particularly in the context of student support services.
- General knowledge of community college structures, processes, and student demographics.

Skills:

- Strong fiscal management, data analysis, and program evaluation skills.
- Leadership in the accreditation process, reporting, and compliance.
- Curriculum design, instructional methods, and student success strategies.
- Student learning outcomes related to the area of assignment.
- Strategic planning and leadership skills.
- Advanced level of critical thinking, problem-solving, and analytical skills.
- Strong organizational skills with the ability to prioritize and manage multiple tasks efficiently.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software applications.
- Excellent written and verbal communication skills, with the ability to draft clear and concise reports, correspondence, and presentations.
- Data collection, analysis, and reporting, particularly in relation to program outcomes and student participation.
- Computer software programs, applications, databases, and Enterprise Resource Planning Systems (ERP) systems; computer hardware and peripheral equipment related to the area of assignment.

Abilities:

- Ability to work independently and collaboratively within a team environment.
- Ability to interact positively and professionally with a diverse student population, faculty, and staff.
- Ability to interpret and apply complex policies, regulations, and collective bargaining agreements.
- Ability to manage complex budgets, facilities, and instructional resources effectively.
- Ability to conduct research projects, evaluate alternatives, and make sound recommendations.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Ability to plan, organize, and prioritize workload to meet schedules and timelines.
- Ability to supervise, train, and evaluate assigned management, faculty, and staff.
- Ability to communicate effectively, both verbally and in writing.
- Ability to learn and adapt to new software, systems, and processes as required.
- Ability to provide empathetic and effective support to students, addressing their needs and concerns with professionalism.
- Ability to attend and participate in diversity, equity, and inclusion trainings and events.
- Ability to provide an inclusive and welcoming work/educational environment.



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- Ability to demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.
- Ability to establish and maintain effective and cooperative working relationships with those encountered in the course of work.

SPECIAL REQUIREMENTS, LICENSES, and/or CERTIFICATIONS

- Possession of or ability to possess a valid driver license based on the need related to the area of assignment if and when travel is required in the course of work.
- Travel may be required for various off-site meetings, trainings, conferences, and/or events in support of the overall objective of the position.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this classification, the incumbent is regularly required to sit, walk, and/or stand, speak, or hear, both in person and by telephone. Use hands repetitively to perform fine/gross finger manipulation, handle, feel or operate standard office equipment; reach with hands and arms; and occasionally lift and carry up to 25 pounds, unassisted. Must frequently sit and/or stand for long periods of time; dexterity of hands and fingers to operate a variety of computer and office equipment. The incumbent may be required to bend at the waist, kneel, and/or crouch; move about the college or District site(s).

Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

The incumbent may be required to work a flexible and varying work schedule based on the needs of the department, including evenings and weekends, as needed.

Mental Demands:

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; use math/mathematical reasoning; perform highly detailed work under changing priorities and deadlines on multiple concurrent tasks; work with frequent interruptions, and interact with District and/or college faculty, staff, management, administrators, students, educational institutions, and others encountered the course of work.



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WORK ENVIRONMENT AND CONDITIONS

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The incumbent works under typical office conditions, and the noise level is usually quiet.

Working Conditions:

Work is performed primarily indoors where minimal safety considerations exist. The incumbent may be subject to constant interruptions and frequent interaction with District and college personnel and the public. Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions of the position.

North Orange County Community College District (NOCCCD) is committed to creating a diverse academic and workforce environment that encourages and fosters diversity, equity, inclusion, and equal opportunities for everyone. NOCCCD is focused on creating a welcoming culture to ensure students, faculty, management, and staff feel included, supported, and safe.

NOCCCD looks for likeminded and inclusive individuals who represent the community's diversity and demonstrate a sensitivity to the understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of those we represent. Our District community of professionals is devoted to enriching our students' lives by bringing a variety of ways to engage and discover their individual and collective paths through education.