Foothill-De Anza Community College District

Vice Chancellor, Technology

Department: Educational Technology Services

College: Central Services

Date: September 2002

POSITION PURPOSE

Reporting to the Chancellor, provides vision and leadership for the strategic planning, development, implementation, and support of information and learning technologies for instruction, student services, and administrative and operational systems.

NATURE AND SCOPE

The Vice Chancellor of Technology has direct supervisory responsibility over the whole of Education Technology Services (ETS), which includes: Network and Systems, Information Systems, Institutional Research, Learning Technologies, and Client Services.

KEY DUTIES AND RESPONSIBILITIES

1. Develop, maintain, and support computing and communications services that balance centralized and decentralized approaches to meeting the technology needs of academic and administrative users.

2. Advise the Chancellor and the Board on how technology supports and complements strategic decisions and the direction of the District to achieve its mission; identify needs and provide direction on how to meet the technology needs of the district.

3. Develop and implement strategies for disaster security and recovery for technology; interface plan with the District’s Disaster Preparedness Plan.

4. Work collaboratively with faculty, staff, and administrators to develop, maintain, and support computing and communications services to facilitate student access and success.

5. Initiate partnerships and linkages to business and industry to enhance the acquisition, access, and efficient use of technology resources.

6. Consult with and advice appropriate District and College personnel to determine technology solutions to address needs and identify appropriate resources to meet those needs.

7. Serve on the Chancellor’s cabinet to advise and recommend policies and procedures related to technology.

8. Develop and manage the District-wide budget for the ETS organization.

9. Interpret, refine, update, and implement the District Technology Plan in consultation with appropriate administrators, faculty, and staff.

10. Represent the District and Colleges in state, regional, and national professional organizations.

11. In consultation with Human Resources and Business Services, develop and oversee copyright and intellectual property processes and procedures.

12. Develop and promote opportunities for staff development and professional growth.
13. Support, implement, and promote compliance with the District's Diversity and Equal Opportunity Plan in all aspects of employment and education; encourage cultural and ethnic diversity in staffing, curriculum, programs, and services.

14. Assure compliance with the District’s Injury and Illness Prevention Program by providing motivation, incentives, and discipline to assigned staff; maintain a safe work environment, enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentation, and requiring employees to receive mandated training.

EMPLOYMENT STANDARDS

Knowledge:

1. Mission and objectives of the District, especially as they related to technology.
2. Board policies.
3. Project management, leadership, and supervision.
4. Understanding of changing management, financing, action planning, and strategic planning.
5. Computers and accompanying technology.
6. Policies and procedures related to community colleges and federal grants.
8. Educational institution operation, related laws, regulation, public policies and administrative practices.

Skills and Abilities:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.
2. Provide leadership in planning and implementing a complex and integrated program of information technology.
3. Communicate effectively, both orally and in writing, including writing complex proposals and producing written market-oriented materials.
4. Ability to achieve results through others.
5. Strong conceptual skills analytical abilities.
6. Demonstrate commitment to customer service and end user satisfaction.
7. Organizational skills.
8. Manage several projects at one time.

Education and Experience:

1. Master's degree in a related field.
2. Five to ten years of progressively responsible experience leading a technology area in an academic environment/educational institution.

3. Experience in management of information technology in a large, complex, and diverse institution with multiple sites.

4. Experience dealing with vendors and developing corporate partnerships and similar links to private and public entities.

5. Experience with resource accountability and managing contracts.

6. Experience with delivery of instructional/academic technology.

7. Experience managing and leading transition projects.

8. Experience in communications and consensus building with diverse communities.

Working Conditions:

1. Typical office environment; subject to travel to conduct work.

Date Approved:  September 2002
Grade:  12
EEO-Category:  H-10