Foothill-De Anza Community College District

Vice President, Institutional Research and Instruction

College: De Anza

POSITION PURPOSE

EXAMPLE OF DUTIES AND RESPONSIBILITIES

Depending upon assignment, duties may include, but are not limited to, the following:

1. 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 the instructional program, the development of new programs, and the redirection of existing programs to meet the instructional needs of the students.

2. Develops plans for the personnel, facilities and equipment needs of the instructional programs.

3. Encourages multi-directional communication and orderly collaborative decision making in the instructional program.

4. Defines organizational roles and relationships so as to maximize the effectiveness of the instructional program.

5. 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.

6. 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.

7. Serves on appropriate college and district committees representing the instructional programs of the colleges and chairs committees when so designated.

8. Participates in the selection of all De Anza instructional managers and faculty.

9. Supervises and evaluates all instructional administrative staff.

10. Coordinates evaluation of instructional faculty (full- and part-time), including responsibility for tenure review, regular annual evaluation, and Professional Achievement Awards.

11. Develops and manages the instructional budget of the college.

12. Provides support and assistance to faculty research pertaining to the instructional process.

13. Guides the development of an effective staff development program.

14. Represents the college with distinction in community, state, and national activities.

15. Serves as the Accreditation Liaison Officer for the college.

16. Is responsible for the instructional programs of the college including all instructional divisions, Learning Resources, Contract Instruction, Extended Campus, California History Center, Child Development Center, Euphrat Gallery, Extended Opportunity Programs and Services, Occupational Training Institute, and Administration of Justice Firing Range.
17. Support, implement and promote compliance with the District's Diversity Plan and Affirmative Action Plan in all aspects of employment and education; encourage cultural and ethnic diversity in staffing, curriculum, programs and services.

18. 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 documentations and requiring employees to receive mandated training.

17. Other duties as assigned by the President.

EMPLOYMENT STANDARDS

Knowledge of:
- Quality principles of trust, teamwork, and collaboration.
- Principles and practices of higher education organizations and structures.
- Principles of leadership, management, and supervision.
- Mission and goals of community colleges.

Ability to:
- 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.
- Implement concepts and shared governance.
- Develop and implement strategic planning process
- Communicate effectively orally and in writing.
- Work effectively with diverse students, staff, faculty and administrators individually and as team members.
- Interpret and apply rules, regulations, policies and procedures.
- Represent and promote the interests of the division in the administration of the college and the district.
- Provide leadership to a diverse group of faculty and staff.
- Handle difficult and sensitive issues and problems and resolve conflicts.
- Train, assign, supervise, evaluate and develop staff.
- Demonstrate sensitivity to, and respect for, the diverse academic, socio-economic, cultural, disability and ethnic background of community college students.

Experience:
Minimum Qualifications:
The successful candidate will have one year of direct administrative experience in:
- Planning, implementing, administering, and evaluating a community college instructional program;
- Employing, supervising, and evaluating staff members;
- Managing and administering complex budgets.
- Achieving diversity goals and objectives of the campus and district.

Education:
- A Master's Degree from an accredited institution in a discipline within or related to the division area.

Date Approved:
Range: M
EEO-Category: H-10