POSITION PURPOSE

Reporting to the College President, advises and implements collaborative projects with community; provides leadership to implement President's values, purpose, mission and goals for the college; develops, directs, maintains, and evaluates student services; and represents the college and/or the college president in the community.

NATURE and SCOPE

The Vice President of Student Development and Instruction supervises the Dean of Special Education, Dean of Student Services, Director of Admissions and Records, and NASA/AMES.

The Vice President of Student Development and Instruction is responsible for approving budgets for Special Education and Counseling divisions, EOPS/Financial Aid, Middlefield Campus and Evening Campus programs, Admission & Records, Career Center, Transfer Center, Testing Office, Evaluation Office, and Outreach Office service areas. Assigning duties to administrators, faculty, and staff within parameters as negotiated with collective bargaining units; evaluating administrators, faculty, and staff; developing programs and offering courses on campuses and in the community; purchasing capital equipment as needed; and hiring, evaluating, and recommending to the Board of Trustees termination of classified staff.

KEY DUTIES and RESPONSIBILITIES

1. Provide leadership in the area of responsibility to ensure programs and services meet or exceed student expectations.
2. Supervise administrators, staff, and faculty to create and maintain a positive working, teaching, and learning environment.
3. Inform and advise president and fellow college deans on college’s mission, direction, progress, and activities.
4. Collaborate with businesses, schools, and community agencies to build positive and successful working relationships.
5. Chair college-wide committees, task groups, and councils.

EMPLOYMENT STANDARDS

Knowledge:

1. Working knowledge of all applicable laws, guidelines, regulations, and contracts, such as Education Code, Title V, SB 1725, Board Policy, OSHA regulations, Federal and State labor laws, ADA compliance laws.
2. Collective Bargaining Agreement with FA, SEIU & CSEA.
3. Personnel management.
4. District policies and procedures.
5. Chancellor’s Office policies and procedures, Foothill College resources, programs and services.
6. Computers: commonly used software and communication mediums.

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. Communicate effectively both orally and in writing, including complex proposals and presentations.

3. Strong supervisory skills.

4. Proven leadership and management.

5. Public speaking and Problem solving.

6. Interpersonal skills.

7. Computer hardware and software applications.

Education and Experience:

1. Advanced degree in a related field.

2. Previous experience in college administration, preferably in the State of California, is necessary.

3. At least 5 years of experience at high level of administration.

4. Experience supervising all levels of employees: administrators, faculty, and staff.

5. Teaching experience.

6. Faculty loads, assignments and FA Agreement; at least one year previous experience as a department head or division assistant in community college preferred.

7. At least 5 years proven experience making paradigm level changes in large organizations preferred.

Working Conditions:

1. Typical office environment

Grade: M
EEO-Category: H-10