Foothill-De Anza Community College District

Vice President, Educational Resources and Instruction

College: Foothill  Date: February 1996

POSITION PURPOSE

Reporting to the President, supervises administration staff, monitors account expenditures, monitors enrollment, and represents the college in district deliberations.

NATURE and SCOPE

The Vice President of Educational Resources and Instruction supervises Payroll and Office Services, Personnel, Finance and Enterprise Projects.

This position is responsible for hiring and evaluating the administrative services staff; allocating part time faculty salary budgets; recommending a mission-based budget plan; developing an administrative services budget; and allocating facilities to departments in the College.

KEY DUTIES and RESPONSIBILITIES

1. Formulate and implement the College enrollment management plan.
2. Develop, monitor, and control the College expense budget.
3. Represent the College in District Office decisions involving budget, personnel, and facilities allocations.
4. Represent the College's management in faculty union negotiations.
5. Supervise Administrative Services staff.
6. Chair college-wide shared governance committees.
7. Perform other duties as assigned.

EMPLOYMENT STANDARDS

Knowledge:

1. Working knowledge of all applicable laws, regulations, guidelines, and contracts, such as Education Code, Title V Regulations, OSHA Regulations, Federal and State Labor laws, FA, CSEA and SEIU Contract provisions.
2. District Policies and Procedures (including accounting methods and personnel procedures).
3. ADA Compliance.
4. Information systems, data management and other applicable computer software.
5. Personnel management.
6. Foothill college governance policies.

Skills and Abilities:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, 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.


5. Proven leadership and management.

6. Interpersonal.

Education and Experience:

1. Master’s degree.

2. One year of formal training, internship, leadership or administrative experience with responsibilities in budget planning and enrollment.

Working Conditions:

Typical office environment.

Date Approved:
Date Revised: October 9, 2007
Grade: M
EEO-Category: H-10