

# COMPTON COMMUNITY COLLEGE DISTRICT



## **VICE PRESIDENT OF ACADEMIC AFFAIRS**

**FLSA: EXEMPT**

**POSITION DESCRIPTION:** Under the direction of the President/Chief Executive Officer, the Vice President of Academic Affairs provides leadership in the planning, development, and implementation of the District's instructional program while working collaboratively with academic and student support services personnel; provides technological and research leadership to offer planning services and programs which advance the educational mission of Compton College; plans, develops, recommends, and implements policies and procedures; oversees the accreditation process for the college and special instructional program, assures compliance with Compton College, district, state, and federal regulations; and supervises and evaluates the performance of assigned personnel.

### **ESSENTIAL DUTIES/FUNCTIONS:**

- Function as Vice President of Academic Affairs by providing leadership in the planning, development and implementation of the District's academic program.
- Ensure that the operations of the Academic Affairs area are consistent with District policies and procedures, faculty and classified collective bargaining agreements, as well as applicable statutes and regulations including Title 5 (California Code of Regulations) and the Education Code.
- Evaluate the effectiveness of the District's overall academic program and services and develop plans and policies for the improvement of this program by evaluating all curricula from educational, cost benefits, and personnel management perspectives.
- Develop plans and procedures that enhance the academic program, the development of new curricula, and the evaluation of existing programs.
- Implement a comprehensive program review process and ensure that all stakeholders have an opportunity to provide input into the development processes and make appropriate recommendations to the President/Chief Executive Officer.
- Coordinate with other academic administrators and the Vice President of Student Services for the effective operation of both academic and student services.
- Supervise and direct research, institutional projects, and studies to update programs, functions and objectives of the instructional departments/programs.
- Plan, coordinate, and administer the development and management of the budget for assigned academic areas; make recommendations to meet the educational and support needs of academic programs, students and community.
- Oversee the development of a college catalog and schedule of classes.

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- Supervise and evaluate the performance of assigned administrative, faculty, managers, and classified staff; interview, recommend and select personnel and recommend transfers, reassignments and disciplinary action, as appropriate.
- Participate in planning the future of instruction by engaging academic personnel in educational master planning based upon a comprehensive program review; periodically assess community needs in relation to instruction; and identify data that supports instructional planning.
- Serve as Compton College's liaison with the Accrediting Commission for Community and Junior and Colleges; monitor accreditation process and ensure that institutional self-evaluations are conducted and documents with appropriate constituency involvement.
- Serve as the Board's designee with the Academic Senate on academic and professional matters.
- Recommend agenda items for Board approval; attend Board of Trustees' meetings and closed sessions; prepare the Academic Affairs board agenda and supporting materials for the President/Chief Executive Officer; recommend new policies or amendments to existing policies to the President/Chief Executive Officer; and provide information and data as requested.
- Serve on or chair assigned committees and councils; represent the District in meetings of the community and other educational institutions
- Promote partnerships with local businesses, educational institutions and the community.
- Attend and conduct a variety of meetings, workshops, conferences and other related activities.
- Perform other duties as assigned by the President/Chief Executive Officer.

## **KNOWLEDGE & ABILITIES:**

### **Knowledge of:**

- Planning, organizing, and directing an instructional program within an institution of higher education.
- Budget preparation and controls.
- Principles and practices of instruction, accreditation, program review and planning.
- Principles and practices of supervision and management.
- Principles and practices of student learning outcomes and assessment.
- Integration of program review, assessment, budgeting and evaluation.
- Principles of class schedule development.

### **Ability to:**

- Interpret and apply applicable statutes and regulations such as the Education Code and Title 5 (California Code of Regulations.)
- Provide overall leadership in planning, directing, and evaluating an instructional program for the District.
- Understand and be sensitive to the diverse academic, socioeconomic, cultural, and ethnic backgrounds of students, including those with disabilities.
- Work effectively with diverse student staff and community populations.
- Communicate effectively orally and in writing.
- Supervise the administration of the area budget.
- Supervise and evaluate the performance of assigned staff.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.

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- Operate a personal computer and assigned software.
- Analyze situations accurately and adopt an effective course of action.
- Plan and organize work.
- Meet schedules and timelines.
- Work independently with little direction.
- Use interpersonal skills and exercise tact, patience and courtesy.
- Resolve problems effectively using conflict resolution skills.
- Direct the maintenance of a variety of reports and files related to assigned responsibilities.
- Develop creative solutions.
- Promote scholarship and professional development.

**REQUIRED QUALIFICATIONS:**

- Master's degree from an accredited institution, or possession of a valid California Community College Supervisory Credential, AND
- Three years of formal training, internship, or leadership experience reasonably related to the administrative assignment, AND
- Evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students

**DESIRABLE QUALIFICATIONS:**

- Ph.D. or Ed.D. from an accredited institution.
- Three years of full-time post-secondary teaching experience or the equivalent.

**WORKING CONDITIONS:**

- Travel within and outside of the District in performing responsibilities and functions.
- Office work environment.
- Attendance at multiple meetings.
- Extended periods of sitting.