

**JOB TITLE:** VICE PRESIDENT, INSTRUCTION  
**PAY GRADE:** EMPLOYMENT CONTRACT / EXEC PAY SCALE  
**LAST REVISED:** APRIL 2012

**SUMMARY DESCRIPTION** - Under administrative direction of the Superintendent/President, responsible for planning, designing, organizing, implementing and managing District instructional programs and services, and to perform related work as required.

**JOB CHARACTERISTICS** - Incumbent serves as line manager for the Superintendent/President and member of the Executive Council, with broad authority to establish criteria, formulate projects, assess program effectiveness and design and implement programs which affect a wide range of District educational activities and operations, reports directly to the Superintendent/President; serves as supervisor of record for assigned deans, other appropriate educational administrators, classified supervisors, and classified support staff members; and serves as or coordinates the duties of the Accreditation Liaison Officer (ALO).

**REPRESENTATIVE DUTIES** - *The following duties are typical for this job classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

**Policy Development -ESSENTIAL:** Interpret and analyze education laws, impending legislation, regulations, and procedures to determine impact on District and to formulate compliance strategies; recommend policies to ensure effective District instructional programs and services; develop and recommend broad and/or specific policies, regulations, and procedures for managing District educational activities and services in accordance with District mission and goals; communicate effectively with District managers, faculty and other staff, external public agency representatives, private company representatives, and the general public to ascertain and meet District and community educational needs in accordance with District mission and goals; actively participate in and support District shared governance components and activities and other collaborative processes.

**Planning/Budgeting -ESSENTIAL:** Develop and maintain a long-range District education master plan; manage District instructional programs and services' operating budgets; develop and participate in District planning processes to assure articulation between education planning goals and objectives and those of other District organizational units; recommend new or revised systems, methods, programs, and procedures to improve efficiency and effectiveness of District instructional programs and services and to utilize optimal technologies. **PERIPHERAL:** Research and submit and/or oversee research and submission of grant applications/proposals, as appropriate, to augment resources for District instructional programs and services.

**Financial Management - ESSENTIAL:** Allocate and/or assist in allocation of financial resources to accomplish the District educational mission and goals; analyze and/or assist in analysis of financial data and recommend optimal use of District educational resources; assist in determining strategies to assure optimal return on allocations of District educational funding. **PERIPHERAL:** Assist in determining sources of revenue and making projections relative to apportionment, demographics, and other revenue factors.

**Administrative Oversight -ESSENTIAL:** Oversee District instructional programs and services' organizational subunits: the Instruction programs and services (IP&S) Office and its Curriculum and Instruction, and Articulation components; the accreditation cycle; the instructional divisions including, Liberal Arts; Business and Technology; Sciences and Mathematics; Health, Physical Education, and Recreation/Athletics (HPERA); Workforce Development & Continuing Education; and the site locations including Nevada County, Roseville Gateway, Tahoe Truckee and Lincoln-Twelve Bridges.

**Supervision- ESSENTIAL:** Interpret provisions of collective bargaining agreements and management/faculty handbooks and contracts, as appropriate; supervise and evaluate the EP&S Office management and classified support staff, the deans and associate deans of the Liberal Arts, Business and Technology, Sciences and Mathematics, HPERA, and Workforce Development & Continuing Education Divisions; conduct meetings to enhance District Instruction Programs and Services.

**Reporting - ESSENTIAL:** Provide reports to the Superintendent/President on assigned topics, as requested; analyze and/or oversee analysis of data to prepare and/or oversee preparation of clear and concise reports necessary for efficient and effective management and operation of District Instructional Programs and Services; provide reports to outside agencies as required.

## **MINIMUM QUALIFICATIONS**

### **Required Licenses/Certifications:**

Incumbent must possess a valid California Class C or higher driver's license in order to accomplish official travel between District site locations and other destinations in a District and/or privately owned vehicle.

### **Required Education and Experience:**

This position is an Educational Administrator and therefore the incumbent must possess a Master's Degree in any field and at least one (1) year of experience related to the duties of this position in order to meet the California Education Code provisions for an Educational Administrator.

### **Required Knowledge, Skills & Abilities:**

The following describes the general knowledge and abilities required to successfully perform the assigned duties of this job and/or which must be learned within a short period of time in order to successfully perform the assigned duties.

#### **Knowledge of:**

- Education fiscal/financial management techniques
- Curriculum and program development principles, learning outcomes and procedures
- Accreditation processes and procedures, matriculation/articulation concepts and principles
- Educational services marketing principles and techniques
- Principles and practices of personnel management/supervision
- Budgetary processes and techniques
- Data analysis and report writing techniques
- Principles and processes of shared governance and collaboration, basic computer operation
- Education data processing principles, administrative procedures, applications, and techniques
- Principles of labor relations; analysis of workforce needs/trends
- Grantsmanship techniques and application procedures
- Financial analysis techniques
- Apportionment laws and regulations
- Equal employment opportunity principles

#### **Ability to:**

- Organize, plan, develop, and implement new programs
- Analyze financial and other data
- Communicate effectively orally and in writing with staff, public agency representatives, private company representatives, and the general public
- Understand and effectively implement human resources concepts and practices including those which require a high degree of tact and discretion
- Interpret and analyze education laws, regulations and procedures

- Prepare and analyze budgets
- Work under pressure to meet timelines and objectives
- Conduct effective meetings
- Supervise and evaluate staff
- Organize and supervise programs
- Work independently under administrative direction
- Prepare clear and concise reports
- Write grant proposals

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT** - *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed indoors in a classroom/laboratory setting and outdoors in the field; exposure to dusts, mists, fumes, wet/damp surfaces, extremes of heat or cold, chemicals and caustics, allergenic plants and materials; risk of insect and animal stings and bites; risk of exposure to blood borne and/or other pathogens; work with laboratory equipment and apparatus. Moderate exposure to risks controlled by safety precautions.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office and/or indoor/outdoor education center/classroom/laboratory setting; to stand or sit for prolonged periods of time; to occasionally walk, stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate laboratory and office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to verbally communicate to exchange information; and requires the wearing of personal protective equipment when necessary.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.

**Employment Type:** Contract/Executive Management

**Bargaining Unit:** None

**FLSA Status:** Exempt from Overtime

**Health/Safety:** Classification III, Blood-borne Pathogens Exposure Control