

# Vice President, Instructional Services

## Posting Details

### Posting Summary

Recruiter	Shawna Sourivanh
Job Title	Vice President, Instructional Services
Type of Assignment	Administrator/Executive
Assignment Category	Regular Position
Reason for Opening	Replacement
Replacement for	Diane Dieckmeyer

### Position Details

MiraCosta Community College District invites applications for the position of Vice President of Instructional Services to begin September 2, 2021. **The position is open until filled. The submission deadline for the first screening of applications is Tuesday, June 15, 2021.**

**For more information about the position and the district, please review the [position brochure](#) in addition to this job posting.**

The work schedule will typically be Monday through Friday, 8:00 am – 5:00 pm, but may include some evenings, weekends, and holidays. The person selected for this position will be subject to assignment to any district facility during any hours of operation.

### Salary Class/Range

Based on the 2020-21 Vice President Salary Schedule

### Compensation

Starting annual salary of \$213,741 (based on the 2020-21 Vice President Salary Schedule). To view the salary schedule, go to <https://miracosta.edu/hr/docs/salary-schedule-vice-president.pdf>

Employees must make arrangements for the direct deposit of paychecks into the financial institution of their choice, via electronic fund transfer.

### Funding Source

district

### Benefits

A full benefits package which includes employer-paid medical, dental, and vision plans for employee and dependents; \$100,000 employee life insurance; other optional coverages; and membership in the California Public Employees' Retirement System (CalPERS).

### Department

Office of the President

### Position Term in Months

12

### Hours Per Week

40

### Full Time/Part Time

full-time

### Application Procedure

**In order to be considered for this position, you must submit the following documents directly in the online system and finish applying to receive a confirmation number. Applications received by the first screening date of Tuesday, June 15, 2021, will receive first consideration. Applications will continue to be accepted until the position is filled:**

1. Application on which you list all relevant experience.
2. A current resume or curriculum vitae summarizing your educational background and experience.
3. A cover letter addressed to the "Screening and Interview Committee" specifically describing how your experience aligns with the representative duties and desirable qualifications.
4. Transcripts of college coursework which provide evidence of meeting the minimum

qualifications as stated in this job posting. Unofficial or legible photocopies are acceptable. **If a degree(s) was earned, the transcripts must state that the degree was awarded.** Any degree/coursework used to satisfy the minimum qualifications must be from a postsecondary institution accredited by an accreditation agency recognized by either the U.S. Department of Education or the Council on Postsecondary Accreditation. If your degree(s) is from a college or university outside of the United States, you must submit a detailed evaluation from a professional evaluation agency. To view a list of agencies approved by the California Commission on Teacher Credentialing, go to <https://www.ctc.ca.gov/docs/default-source/leaflets/cl635.pdf?sfvrsn=6>. Transcripts or translations in English still require the evaluation to show the U.S. equivalence of your degree.

The screening and interview committee will review application materials for up to three to four weeks following the first screening date. Applicants selected for interview will be contacted by phone; those not selected for interview will be notified by e-mail once interview candidates have been scheduled.

Offer of employment to the person selected for this position is contingent upon 1) successful completion of a pre-placement physical exam at district expense; 2) submission of a current tuberculosis test clearance; 3) proof of eligibility to work in the United States; 4) fingerprint clearance; 5) approval by the Board of Trustees; and 6) a formal credit check.

### Basic Function

The Vice President of Instruction will plan, organize, integrate and direct the work of the Instructional Services division; provide expert professional assistance and guidance to district management on the development and delivery of instructional services and support to enhance student success and eliminate equity gaps; and to ensure development and implementation of efficient operation and cost-effective systems to meet current and future needs of the district; and perform related duties as assigned.

### Distinguishing Characteristics

### Essential Duties & Responsibilities

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

**Supervisory Responsibilities:** 1. Provides transformational leadership and directs supervision for staff and administrators in the Office of Instruction to enhance student success and eliminate equity gaps.  
2. Recruits, interviews, hires, develops, and retains culturally-relevant and equity-minded employees from diverse backgrounds in the department.  
3. Identifies needs and ensures proper professional development is provided.  
4. Provides constructive and timely performance evaluations.  
5. Handles all aspects of progressive discipline for employees in accordance with district policy.  
6. Develops and administers the instructional budget.  
7. Collects data and information, prepares, reviews, approves, presents, and maintains correspondence, required reports, studies and other written materials.

**Instructional Services Responsibilities:** 1. Establishes, implements, and communicates the strategic direction of the Office of Instruction.  
2. Collaborates with executive leadership and other divisions and departments to meet the district's goals and objectives.  
3. Plans, develops, coordinates, and evaluates the instructional programs, services, and modalities to meet student success and equity, program, enrollment, and community needs collaboratively.  
4. Manages data collection and analysis for effective planning and equitable outcomes of instructional programs and services.  
5. Identifies, recommends, and implements new processes, technologies, and systems to improve and streamline organizational processes and use of resources.  
6. Establishes, communicates, and implements equitable policies, practices, and standards to ensure effective and consistent support, and equitable execution, assuring compliance with federal, state and local laws, board policies and procedures, and accreditation standards.  
7. Pursues opportunities to secure grants and develop resources.  
8. Maintains knowledge of emerging technologies and trends in instruction services.  
9. Participates in appropriate professional and community organizations.  
10. Performs other duties as assigned by the Superintendent/President, including representing the Superintendent/President.

**Other Duties****Knowledge of****Knowledge and Abilities:**

1. Excellent verbal and written communication skills.
2. Strong supervisory, leadership, and collaboration skills.
3. Extensive knowledge of the principles, policies, procedures, and best practices of the district and in the industry.
4. Excellent organizational skills and attention to detail.
5. Strong analytical and problem-solving skills.
6. Proficient with Microsoft Office Suite or related software.
7. Applicable federal, state and local laws, rules and regulations, district policies and procedures, collective bargaining, and accreditation standards.
8. Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.

**Ability to**

*Please see the "Knowledge and Abilities" above.*

**Education & Experience**

1. Graduation from an accredited graduate school with a master's degree.
2. One (1) year of formal training, internship, or leadership experience reasonably related to the vice president's administrative assignment.
3. Three (3) years of progressive, reasonably related administrative experience.
4. Demonstrated sensitivity to and understanding of the cultural, developmental, socioeconomic, ethnic, disability, and academic diversity of community college students, faculty, and staff.
5. Demonstrated success in improving student learning and engagement.
6. Demonstrated equity-minded experience in meeting the needs and challenges of low-income, traditionally underrepresented minority students, and/or first-generation college students.
7. Demonstrated success in local and statewide curriculum approval processes for courses, programs, and degrees.

**Desirable Qualifications**

1. An earned doctorate or terminal degree from an accredited institution.
2. Successful full-time college teaching experience.
3. Community college administrative experience.
4. Knowledge of and experience with Title 5 regulations, California Education Code, California regulatory agencies, accreditation, and collective bargaining.

**Licenses & Other Requirements**

A valid California driver's license and the ability to maintain insurability under the district's vehicle insurance program.

**Physical Effort**

*The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Primarily sedentary with intermittent standing, walking, bending and stooping; occasional light lifting and carrying of objects weighing up to 25 pounds; ability to travel to various locations on and off campus as needed to conduct district business.

**Emotional Effort**

Ability to develop and maintain effective working relationships and supporting a diverse working and learning environment involving interactions and communications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis focused on equity; ability to work effectively, patiently, and passionately under pressure on a variety of tasks concurrently while meeting established deadlines and changing priorities.

**Working Conditions**

Primarily business office environment; subject to frequent public contact and interruption; intermittent exposure to individuals acting in a disagreeable fashion; may work at any district location or authorized facility with occasional evenings and/or weekends on an as-needed basis. Occasional local travel may be requested.

**Posting Detail Information****Posting Number**

S\_20/21\_047\_P

**Human Resources Contact Information**

jobs@miracosta.edu or 760.795.6854

**Search Chair Access**

Charlie Ng

<b>Job Posting Date</b>	05/10/2021
<b>Job Close Date</b>	
<b>Open Until Filled</b>	Yes
<b>First Screening Date</b>	First screening date of Tuesday, 6/15/2021. Applications will continue to be accepted until the position is filled.
<b>FLSA</b>	exempt
<b>EEO 6 Category</b>	Exec/Admin/Managerial
<b>Pass Message</b>	Thank you for your interest in this position. The screening and selection process is currently underway and will continue until a successful candidate is chosen. Should review of your qualifications result in a decision to pursue your candidacy, you will be contacted.
<b>Fail Message</b>	Thank you for your interest in this position. Based on your responses to the questions on the employment application, you do not meet the minimum qualifications for this position. Please do not let this discourage you from applying for other positions that interest you.
<b>Direct Link to Posting</b>	<a href="https://jobs.miracosta.edu/postings/2429">https://jobs.miracosta.edu/postings/2429</a>

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## Supplemental Questions

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Required fields are indicated with an asterisk (\*).

1. \* Are you legally authorized to work in the United States?
  - o No - (disqualifying)
  - o Yes
2. \* MiraCosta College is an Equal Opportunity Employer with a commitment to diversity. We strive to be a model for equity and inclusion, effectively supporting students and employees from diverse socioeconomic and cultural backgrounds who possess a range of abilities, academic preparation, and life experiences. Please reflect on two or three examples of how you have modified or would modify curricula, policies, procedures, leadership and/or business practices to meet the needs of a diverse campus community.

(Open Ended Question)

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## Applicant Documents

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### Required Documents

1. Cover Letter
2. Resume/Curriculum Vitae
3. Transcript 1

### Optional Documents

1. Transcript 2
  2. Transcript 3
  3. Formal Agency Evaluation - Non-U.S. Transcripts
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## Internal Posting Documents

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No documents have been attached.

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## Search Committee Members

Name	Email	Chair?	Status
		Yes	approved
		No	approved
		No	approved
		No	approved
		No	approved
		No	approved
		No	approved
		No	approved
		No	approved
		No	approved
		No	approved

## Evaluative Criteria

### 1. Applicable Education/Training

**State:** Under Review by Search Committee

**Weight:** 16

- o POOR: Little evidence of applicable education/training. (1.0 points)
- o BELOW: Entry-level quality education/training. (2.0 points)
- o AVERAGE: Meets minimum requirements as defined by the position. (3.0 points)
- o GOOD: Above average, mid-level to leadership quality education/training. (4.0 points)
- o EXCELLENT: Far exceeds requirements of the position. (5.0 points)

### 2. Applicable Work Experience

**State:** Under Review by Search Committee

**Weight:** 16

- o POOR: Little evidence of applicable work experience. (1.0 points)
- o BELOW: Entry-level quality work experience. (2.0 points)
- o AVERAGE: Meets minimum requirements as defined by the position. (3.0 points)
- o GOOD: Above average, mid-level to leadership quality experience. (4.0 points)
- o EXCELLENT: Far exceeds requirements of the position. (5.0 points)

### 3. Applicable Job Knowledge

**State:** Under Review by Search Committee

**Weight:** 16

- o POOR: Little evidence of applicable job knowledge. (1.0 points)
- o BELOW: Entry-level quality job knowledge. (2.0 points)
- o AVERAGE: Meets minimum requirements as defined by the position. (3.0 points)
- o GOOD: Above average, mid-level to leadership quality job knowledge. (4.0 points)
- o EXCELLENT: Far exceeds requirements of the position. (5.0 points)

### 4. Quality of Diversity Statement

**State:** Under Review by Search Committee

**Weight:** 16

- o NO or MINIMAL EVIDENCE: Candidate lacks evidence of qualifications and/or experiences related to effectively interacting with people from different backgrounds. (1.0 points)
- o PARTIAL EVIDENCE: Candidate provides some evidence of how qualifications and/or experiences will contribute to effectively interacting with people from different backgrounds. (3.0 points)
- o COMPLETE EVIDENCE: Candidate provides strong evidence of how qualifications and/or experiences will contribute to effectively interacting with people from different backgrounds. (5.0 points)

## 5. Quality of Application Materials

**State:** Under Review by Search Committee

**Weight:** 16

- POOR: Application materials deficient; multiple documents missing, numerous errors/misspellings, etc. (1.0 points)
- BELOW: Application materials had minor errors/misspellings or did not supply all requested materials. (2.0 points)
- AVERAGE: Application materials were adequate. (3.0 points)
- GOOD: Application materials included all requested items and contained limited errors/misspellings. (4.0 points)
- EXCELLENT: Application materials were complete and thoughtful and contained no errors/misspellings. (5.0 points)

## 6. Overall Applicant Rating - w/out qualifying language

**State:** Under Review by Search Committee

**Weight:** 20

- POOR (1.0 points)
- BELOW AVERAGE (2.0 points)
- AVERAGE (3.0 points)
- GOOD (4.0 points)
- EXCELLENT (5.0 points)