



## **ASSISTANT SUPERINTENDENT/VICE PRESIDENT, INSTRUCTIONAL SERVICES**

**Reports to:** Superintendent/President

**Dept:** Office of the Superintendent/President

**FLSA:** Exempt

**EEO:** Executive/Administrative/ Managerial

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.*

### **BASIC FUNCTION:**

The Assistant Superintendent/Vice President, Instructional Services (ASVPIS) 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. The ASVPIS may serve as the Superintendent/President's designee of the district in the absence of the Superintendent/President.

The ASVPIS shares diversity, equity, and inclusion leadership responsibilities with other campus leaders.

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

**Instructional Services Responsibilities:**

9. Establishes, implements, and communicates the strategic direction of the Office of Instruction.
10. Collaborates with executive leadership and other divisions and departments to meet the district's goals and objectives.
11. Plans, develops, coordinates, and evaluates the instructional programs, services, and modalities to meet student success and equity, program, enrollment, and community needs collaboratively.
12. Manages data collection and analysis for effective planning and equitable outcomes of instructional programs and services.
13. Identifies, recommends, and implements new processes, technologies, and systems to improve and streamline organizational processes and use of resources.
14. 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.
15. Pursues opportunities to secure grants and develop resources.
16. Maintains knowledge of emerging technologies and trends in instruction services.
17. Participates in appropriate professional and community organizations.
18. Performs other duties as assigned by the Superintendent/President, including representing the Superintendent/President.

**KNOWLEDGE AND ABILITIES:**

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

**EDUCATION AND EXPERIENCE:**

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

**DESIRABLE QUALIFICATIONS:**

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

**LICENSES AND OTHER REQUIREMENTS:**

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

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Instructional Services staff, and all district staff when acting for the Superintendent/President.

**CONTACTS:**

Governing board members, district administrators, faculty, staff, students, other college and community organizations, elected officials, foundation/community supporters, vendors, contractors, media and the general public.

**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.

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**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.