



**Position Title:** Vice Provost, Education  
**Reports To:** College Provost  
**Department:** District Office of Education  
**Prepared By/Date:** Dr. Pamela Menke/8-4-2010  
**Approved By/Date:** Dr. Rolando Montoya/8-4-2010  
**Revised:** Jennifer C. Brito/8-4-2010

**Job Code:** 0003-00E  
**Job Group:** PEC  
**Salary Grade:** 21  
**FLSA Status:** Exempt

**Summary:**

Serves as the Chief Educational Programs Officer and, in collaboration with the campuses, provides innovative, creative and adaptable leadership for the development of educational programs and enacts initiatives to continually strengthen teaching and learning.

**Essential Duties and Responsibilities:**

- Provides vision and leadership for new educational initiatives and assures the continual improvement of educational programs
- Develops the College's standards, policies, and procedures that ensure the most effective and student-centered delivery of academic and student service programs and that support the College mission
- Establishes collaborative relationships with the campuses that advance student learning, faculty engagement, and program development and currency
- Works directly with senior college and campus personnel
- Guides the process to achieve and monitor College-wide and program/discipline-specific Student Learning Outcomes
- Participates as a member of the College's management team that integrates educational, fiscal, technological, facilities, and personnel planning to ensure achievement of the College's vision and mission
- Serves as a primary resource for the College-wide Academic and Student Services Council (CASSC), for the Academic Leadership Council, for the Student Deans Council, and for other college-wide committees
- Appoints college-wide ad hoc committees and task forces as needed
- Develops and maintains effective collaborative relationships with agencies and institutions at the state, regional, and national levels
- Supervises the Associate Provost, Faculty Initiatives, the Associate Provost, Academic Affairs, the Dean, Workforce Development and Education, the Director, Enrollment Management, the Associate Provost, Institutional Effectiveness, and the Director, College Training and Development
- Leads and make operational the assigned elements of the College's strategic plan.
- Plans, develops and implements the division's budget within fiscal guidelines
- Advises the Provost on higher education issues and enacts strategic analysis as directed
- Identifies and secures college-wide grants that strengthen and expand the College's educational opportunities
- Participates as the College representative on the State Councils and on other statewide, regional, and national committees as appropriate
- Performs other duties as assigned

**Knowledge, Skills and Abilities:**

- A passionate and informed commitment to the philosophy of the community college.

- Understanding of top management administrative practices and procedures; college curricula, and instructional programs.
- Evidence of the ability to enact positive change.
- Advanced understanding of higher education issues, of the current and emerging trends in educational programs, and of creative solutions.
- Advanced understanding of the standards and practices in higher education and of the cycle and requirements of accrediting agencies.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a complex and diverse community.
- Skill in budget preparation and fiscal management.
- Skill in organizing resources and establishing priorities.
- Ability to establish a cooperative work environment.
- Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.
- Ability to develop and interpret financial data/plans and manage resources.
- Ability to think, reason, and make sound judgments and to decide how duties and responsibilities are completed in compliance with college standards and guidelines
- Ability to work effectively in a multi-ethnic/multi-cultural environment with students, faculty and staff
- Ability to speak effectively to administrators, faculty, staff and students and to external groups

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, work is normally performed in a typical interior/office work environment with moderate noise.

**Physical Demands:**

The physical demands described here 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 functions.

No or very limited physical effort required and no or very limited exposure to physical risk.

**Essential Personnel:**

This function/position has been designated as “essential.” This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover and continue operations at the College.

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Doctorate degree and six (6) years of senior-level management experience in an institution of higher learning or a Master’s degree and a minimum of eight (8) years of senior-level management experience in an institution of higher learning, demonstrated leadership and creative accomplishments in the educational program and policy design, development, and implementation.

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name