

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION
VICE PRESIDENT/ACADEMIC AFFAIRS**

GENERAL RESPONSIBILITIES

Serves as the Chief Instructional Officer of the college. Responsible to the President for all aspects of academic programs and instructional support services in the college service area; also responsible for professional development, class scheduling, college catalogues, university articulation, instructional budget, allocation of instructional services, library services, and other duties and special projects as assigned.

SPECIFIC RESPONSIBILITIES

DEVELOPMENT AND DELIVERY OF INSTRUCTIONAL PROGRAMS

Overall responsibility for the direction and support of academic administrators of the college for the planning, revision, staffing, delivery, and evaluation of all instructional programs and activities, and for the quality of library services, and the effectiveness of all programs, activities and services in serving the needs of a culturally diverse community. Develops the college instructional schedule, budget, college catalogue, university articulation, the allocation of instructional services, and college professional development programs. Recommends and implements District policy and regulations, and supervises program and personnel compliance with applicable laws and regulations.

PERSONNEL

Responsible for the immediate supervision and performance evaluation of all academic administrators and instructional services support staff assigned to the service area providing direction and assistance wherever a need for improvement is identified. Staffs instructional programs of the college.

BUDGET

Substantial responsibilities for the timely and accurate preparation, submission and administration of the college instructional budget. Seeks maximum state and alternative funding for assigned programs and services.

PLANNING

Responsible for the planning, delivery, funding, and evaluation of all functions, programs, activities and services in areas of responsibility.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION
VICE PRESIDENT/ACADEMIC AFFAIRS (continued)**

COMMUNITY CONTACT/REPRESENTATION

Must be highly visible educational leader seeking positions of significant leadership in community institutions and support organizations and on state boards and committees to articulate, enhance and improve college programs and services and reputation on that state and national levels.

OTHER PROFESSIONAL RESPONSIBILITIES

Significant responsibility for chairing and supervising college committees and task forces.

ESSENTIAL FUNCTIONS

- A. Supervises all aspects of the planning, supervising, staffing, delivery and evaluation of all instructional programs and services in the college service area.
- B. Supervises the preparation and management of the college instructional budget, professional development, class scheduling, college catalogue, and university articulation.
- C. Supervises the performance of all personnel functions, resolves conflicts and represents the District at the local and state levels.

REQUIRED SKILLS AND QUALIFICATIONS

Minimum Qualifications: Must possess a California Administrative or Supervisory Credential authorizing service at the community college level or a master's degree and at least one year of formal training, internship, or leadership experience reasonably related to this administrative assignment, and possess the minimum qualifications to serve as a faculty member in the California Community Colleges.

Required Skills: Ability to resolve conflicts and solve problems, evaluate instructional programs and strategies, analyze and apply laws, rules and regulations involving programs, staff and students, and represent the college at the community, state and national levels.

Draft Date: 2/2/98

Approved by the Board: 2/10/98

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