

ASSISTANT SUPERINTENDENT/VICE PRESIDENT, ACADEMIC AFFAIRS
(Executive Management Designation)
(Administrative Salary Schedule)

DEFINITION

Under the general direction of the Superintendent/President the Assistant Superintendent/Vice President, Academic Affairs, as the Chief Instructional Officer, shall administer the District's Academic Affairs programs and services, and coordinate with Student Services, in support of the SLOCCCD/Cuesta College mission.

DISTINGUISHING CHARACTERISTICS

The Assistant Superintendent/Vice President, Academic Affairs (AS/VPAA) is distinguished by working directly with the Superintendent/President, Assistant Superintendent/Vice President, Student Services and College Centers (AS/VPSS) and the Assistant Superintendent/Vice President, Administrative Services (AS/VPAS) to lead the District and College in achieving its vision, mission, values, goals, plans, and academic affairs outcomes and institutional effectiveness. The AS/VPAA is responsible for directing the development, implementation, evaluation, and improvement of instructional programs and services. In addition to primary responsibility for the development and assessment of academic affairs outcomes and institutional effectiveness, the AS/VPAA oversees faculty performance evaluation and tenure, program review, collective bargaining agreement administration, and serves as the accreditation liaison officer.

The incumbent supports Institutional Effectiveness and Academic Affairs Outcomes by providing leadership and coordination of all the instructional programs and activities, including credit, non-credit and fee based. The incumbent will also provide leadership in a district-wide on-going self reflective dialogue that integrates the elements of the Accreditation (ACCJC) Standards to provide a complete view of the institution that is needed, to verify integrity, and to promote quality and improvement.

ESSENTIAL FUNCTIONS

- Direct and supervise the work of the Office of Academic Affairs, the Deans of Academic Affairs, and the Director of Library Learning Resources, and Distance Education;
- Plan and lead the instructional program (credit, non-credit, not-for credit, fee based) of the College in accordance with established philosophy and policies;
- Learn and maintain current knowledge of State and Federal laws and regulations related to education, and ensure District compliance with laws and statutes affecting the District's educational program;
- Serve as the accreditation liaison officer to the Accrediting Commission for Community and Junior Colleges and coordinate accreditation self-studies and other documents necessary for continuing and/or renewing accreditation;
- Ensure compliance with Board policies and procedures, recommend revisions to those policies and procedures related to the educational program, and assist in developing new or revised policies to improve the performance of the District and College;
- Develop the annual cluster plan for Academic Affairs (Instruction), oversee the development of Institutional Program Planning and Review (IPPR) by Arts/Humanities/Social Sciences,

Sciences/Math/Nursing and Allied Health/Kinesiology/Health Sciences/Athletics, Workforce and Economic Development, and Library/Learning Resources and Distance Education;

- Administer the program review processes including the development and assessment of Student Learning Outcomes and student achievement indicators and the implementation of identified improvements;
- Oversee the achievement of institutional goals and objectives as reported in the Educational Master Plan Addendum and the Strategic Plan, respectively;
- Lead the development, implementation, and assessment of Academic Affairs and Program Outcomes for all instructional programs and services, and assist in implementing and assessing Institutional Effectiveness Outcomes;
- Oversee, facilitate and manage curriculum development as well as ensure proper reporting for the District;
- Oversee the delivery of educational programs and services on-line and at all locations and assure that comparable services are provided for all locations and distance education;
- Supervise and coordinate the development of each semester's schedule of classes and final exams;
- Direct the development and production of the College Catalog;
- Plan and secure adoption of the academic year calendar;
- Initiate and coordinate program reviews;
- Develop and/or assist in the development of reports, questionnaires, and surveys concerning the educational program;
- Recommend the employment, retention, promotion, dismissal, disciplinary action, and/or leave for staff in Academic Affairs;
- Supervise academic personnel;
- Direct the faculty evaluation and tenure processes (in compliance with the collective bargaining agreement and California Education Code);
- Direct, supervise and evaluate the performance of classified personnel in the Office of Academic Affairs;
- Supervise implementation of the performance evaluation system for academic employees;
- Lead the orientation of new full and part-time faculty and update the faculty manuals;
- Support a program of professional development for Academic Affairs managerial, classified and academic personnel;
- Collaborate with the Academic Senate president or designee on programs specific for the professional development of faculty and other academic employees;
- Assist in the promotion and marketing of all College educational programs;
- Assist in the development and implementation of the District's Educational and Facilities Master Plan;
- Ensure that grants and instructional service agreements are consistent with the mission of the district and the objectives of institutional programs and is implemented with integrity in a manner consistent with the intended purpose of the funding sources;
- Assist in developing plans and specifications for all new buildings and/or remodeling projects in instruction and assist with facilities planning for the District;
- Assist Deans and Assistant Superintendent/Vice President of Student Services in providing for the administration of the student judicial process;
- Assist in the preparation of proposals for negotiations, serve on District negotiating teams as requested and ensure compliance with collective bargaining agreements in all instructional programs;
- Assist the College Foundation in relationship building and resource development;

- Represent the District on regional and state committees; participate in professional development opportunities; and model continuous learning and improvement;
- Represent the District at national, regional, and state activities related to Academic Affairs programs including serving on ACCJC/WASC accreditation site visits;
- Develop and maintain positive relationships with diverse community groups and service organizations in matters relating to instructional programs;
- Serve on Superintendent/President's Cabinet, co-chair the District College Council, and serve on or lead other participatory governance committees, as assigned;
- Serve as the Acting Superintendent/President in the absence of the Superintendent/President;
- Communicate effectively orally and in writing;
- Perform other job-related duties as assigned by the Superintendent/President.

Duties may require the ability to:

- Apply well-developed management, supervision and organizational abilities;
- Demonstrate cultural competency;
- Interpret and effectively apply laws, regulations, principles, methods and techniques in Academic Affairs managing the budget, accreditation, program development and evaluation;
- Perform technical and statistical work, including data analysis;
- Direct, supervise, train, mentor and evaluate the performance of employees and develop teamwork within and outside of Academic Affairs;
- Evaluate the work of personnel and maintain effective working relationships;
- Perform, under pressure of deadlines, competing demands on time and resources, with existing resources;
- Draft policy and contract language;
- Develop and deliver speeches to the campus community, community groups, professional conferences, and state meetings;
- Demonstrate good interviewing techniques;
- Establish and maintain cooperative working relationships with those contacted in the performance of duties;
- Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities.

ESSENTIAL FUNCTIONS OF PARTICULAR POSITIONS WITHIN CLASSIFICATIONS MAY VARY BECAUSE JOB DUTIES MAY VARY BY WORK LOCATION.

QUALIFICATIONS

Education:

Required

- Master's Degree in field related to Academic Affairs from an accredited college or university.

Preferred

- Doctorate Degree

Experience:

Required

- Management experience at least at the Dean's level;
- Research, planning, organizational, and motivational skills;

- Facilitation skills.

Preferred

- Community college management experience.

Or any equivalent combination of education and experience.

Knowledge of:

- Accreditation Eligibility Requirements, Policies and Standards;
- Principles and practices of administration;
- Principles and practices of Academic Affairs functions;
- State and Federal regulations and statutes related to Education in California, including but not limited to: California Education Code/Title V, State and Federal aid programs, budget control, matriculation and program review;
- Pedagogy;
- Board practices;
- Communication techniques;
- Labor contract issues;
- Current technologies, personal computer, and associated office software such as word processing, spreadsheet, presentation, and/or database software;
- Correct usage of English, grammar, spelling, punctuation, and vocabulary;
- District policies and procedures.

Physical ability to:

- Read and comprehend printed matter and text and data on computer monitors;
- Communicate intelligibly and effectively via speech, telephone, written correspondence, and/or email;
- Sit or stand for extended periods of time;
- Lift and/or carry 25 pounds;
- Exert manual dexterity sufficient for keyboard and other office equipment operation.

SUPERVISION EXERCISED:

Reporting to the Assistant Superintendent/Vice President of Academic Affairs are the Deans of Academic Affairs; Director of Library/Learning Resources, and Distance Education; faculty and support staff.

License and Certificates:

- Valid driver's license and eligible to obtain California driver's license upon hire.

Approved: 04/07/04, 02/06/08

Revised: 1/25/2008; 04/01/2011; 12/01/2012

BOT Approved: 02/06/2008, 04/01/2011, 01/08/2013

**ASSISTANT SUPERINTENDENT/VICE PRESIDENT, STUDENT SERVICES
AND COLLEGE CENTERS**

(Executive Management Designation)
(Administrative Salary Schedule)

DEFINITION

Under the general direction of the Superintendent/President, administer the District's Student Services programs to optimize student access and success and to partner with Academic Affairs in support of the SLOCCCD/Cuesta College mission.

DISTINGUISHING CHARACTERISTICS

The Assistant Superintendent/Vice President, Student Services and College Centers (AS/VPSS) is distinguished by working directly with the Superintendent/President, Assistant Superintendent/Vice President, Academic Affairs (AS/VPAA), and Assistant Superintendent/Vice President, Administrative Services (AS/VPAS) to lead the District and College in achieving its vision, mission, values, goals, plans, and student learning and institutional effectiveness outcomes. The AS/VPSS is responsible for ensuring that Student Services provide specialized support, in collaboration with the Assistant Superintendent/Vice President, Academic Affairs (AS/VPAA), to optimize students' ability to achieve their academic goals and obtain the assistance they need to complete an AA/AS degree, transfer, and/or skills for employment. The AS/VPSS provides leadership for and manages, directly or indirectly, the following SLOCCCD Student Support Services and College programs:

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| Admissions and Records | High School and College/ University Relations |
| Articulation | |
| City/Community Relations | Matriculation |
| Commencement | Re-Entry |
| Counseling Services | Student Complaints/Grievances |
| Cultural Center | Student Judicial Process |
| Disabled Student Programs and Services (DSPS) | Student Health Services |
| Enrollment Management | Student Life and Leadership |
| Extended Opportunity Program and Services/Cooperative Agencies and Resources for Education (EOPS/CARE) | Student Outreach |
| Financial Aid and Scholarships | Transfer Center |
| | University Partners |
| | Veterans Services |

The incumbent supports Student Learning Outcomes and Institutional Effectiveness by providing leadership in district-wide on-going, self reflective dialogue that integrates the elements of Accreditation (ACCJC) Standards to provide a complete view of the institution and to promote quality and improvement in Student Services.

ESSENTIAL FUNCTIONS

- Lead and coordinate all operational activities related to Student Services throughout the District;

- Develop, assess, improve and implement programs, plans, and procedures for Student Services;
- Oversee the delivery of Student Services programs and services on-line and at the North County Campus and South County Center and assure that comparable services are provided for all locations and distance education;
- Stay current in knowledge of legislation, emerging issues, and best practices that relate to Student Services and student success;
- Compile and assess data and maintain adequate documentation for internal analysis, reports, and plans for Student Services, as required by the District and external organizations for planning and decision-making;
- Lead the development of the annual Student Services Cluster Plan, oversee the development of Institutional Program Planning and Review (IPPR) by each program in Student Services, ensure that the adopted goals and priorities for the District are incorporated into annual planning in Student Services, and assist in achieving institutional objectives as reported in the annual Progress Report for the Strategic Plan;
- Administer Student Services program review processes including the development and assessment of Student Learning Outcomes and student achievement indicators and the implementation of identified improvements;
- Administer the student judicial process, and student complaint/grievance process and regulations for students and communicate processes to the college at large;
- Lead the development and update of the Enrollment Management Plan for the District to achieve FTEs targets and tie enrollment planning with college-wide budget and planning processes;
- Direct or oversee additions, changes and revisions to the curriculum of Student Services programs;
- Recommend institutional policy and supervise development of revisions to or new policies and procedures related to Student Services;
- Direct and oversee the development and management of grants and special contracts related to Student Services;
- Lead or oversee Student Services in the research and implementation of technology applications that improve efficiencies of programs and student goal achievement;
- Develop, submit, and monitor the annual budgets for Student Services;
- Develop and present to the Board of Trustees, policy revisions and additions, reports, and action items related to area of responsibility;
- Convene regular Students Services manager and staff meetings and provide opportunities for staff and manager professional development;
- Confer with Management Senate and CCCUE to develop professional development programs for Student Services managers and classified personnel;
- Collaborate with the Academic Senate Faculty Professional Development Committee on programs specific to the professional development of faculty and other academic employees;
- Recommend the employment, retention, promotion, dismissal, disciplinary action, and/or leave for staff in Student Services;
- Coordinate and supervise the College's annual graduation preparation, student honors and awards, and commencement ceremony;
- Develop and maintain positive relationships with high schools, colleges and universities on matters related to articulation, admissions, transfer course approval and university partnerships and high school facility rental/usage;

- Develop and maintain positive relationships with diverse community groups and service organizations on matters related to enrollment and program information;
- Serve as a resource within the College, region and state to provide information on the many aspects of Student Services, special needs of students, and ways in which student success could be enhanced by changes in college, community, or state programs and policies;
- Participate in problem solving of district-wide issues, as well as those specific to campuses and centers;
- Represent the District on regional and state committees; participate in professional development opportunities; and model continuous learning and improvement;
- Represent the District at national, regional and state activities related to Student Services programs including serving on ACCJC/WASC accreditation site visits;
- Represent the District to appropriate city/chamber/regional committees or activities;
- Serve on the Superintendent/President's Cabinet, College governance committees, and/or District negotiating teams, as requested by the Superintendent/President;
- Assist in developing plans and specifications for all new buildings and/or remodeling projects in Student Services and assist with facilities planning for the District;
- Assist in the development of proposals for negotiations with the classified and faculty bargaining units and ensure that the collective bargaining agreements, as they apply to faculty and staff in the Office of Student Services, are implemented correctly;
- Assist the Cuesta Foundation in relationship building and resource development;
- Serve as Acting Superintendent/President in the absence of the Superintendent/President;
- Communicate effectively orally and in writing;
- Perform other job-related duties as assigned by the Superintendent/President.

Duties may require the ability to:

- Apply well-developed management, supervision and organizational abilities;
- Interpret and effectively apply laws, regulations, principles, methods and techniques in Student Services budget management, accreditation, student success, program development and evaluation;
- Interpret and follow State and Federal regulations pursuant to budget and accounting, program development and review, student rights and due process, and personnel evaluation;
- Perform technical and statistical work, including data analysis;
- Direct, supervise, train, mentor and evaluate the performance of employees and develop teamwork within and outside of Student Services;
- Evaluate the work of personnel and maintain effective working relationships;
- Perform under pressure of deadlines, competing demands on time and resources, with existing resources;
- Draft policy and contract language;
- Develop and deliver speeches to the campus community, community groups, professional conferences, and state meetings;
- Demonstrate good interviewing techniques;
- Establish and maintain cooperative working relationships with those contacted in the performance of duties;
- Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities.

ESSENTIAL FUNCTIONS OF PARTICULAR POSITIONS WITHIN CLASSIFICATIONS MAY VARY BECAUSE JOB DUTIES MAY VARY BY WORK LOCATION.

QUALIFICATIONS

Education:

Required

- Master's Degree in field related to Student Services from an accredited college or university.

Preferred

- Doctorate

Experience:

Required

- Management experience Student Services, or related instructional program, at least at the Dean's level;
- Research, planning, organizational, and motivational skills;
- Facilitation skills.

Preferred

- Community college management experience.

Or any equivalent combination of education and experience.

Knowledge of:

- Accreditation Eligibility Requirements, Policies and Standards;
- Principles and practices of administration;
- Principles and practices of Student Services functions;
- State and Federal regulations and statutes related to area of responsibility including, but not limited to: California Education Code/Title V, State and Federal student aid, matriculation, program review and California education budget accounting systems;
- Techniques in counseling;
- Board practices;
- Communication techniques;
- Labor contract issues;
- Current technologies, personal computer, and associated office software such as word processing, spreadsheet, presentation, and/or database software;
- Correct usage of English, grammar, spelling, punctuation, and vocabulary;
- District policies and procedures.

Physical ability to:

- Read and comprehend printed matter and text and data on computer monitors;
- Communicate intelligibly and effectively via speech, telephone, written correspondence, and/or email;
- Sit or stand for extended periods of time;
- Lift and/or carry 25 pounds;
- Exert manual dexterity sufficient for keyboard and other office equipment operation.

SUPERVISION EXERCISED:

Reporting to the Assistant Superintendent/Vice President of Student Services is the Dean of Student Services; Executive Dean of North County Campus and South County Center; Director, Counseling Services; Director, Admissions and Records; Coordinator, Health Services; Coordinator, Student Life and Leadership, and support staff.

License and Certificates:

Required

- Valid driver's license and eligible to obtain California driver's license upon hire.

Approved: 4/7/04, 02/06/2008

Revised: 1/25/2008; 12/01/2012

Board of Trustees Approval: 02/06/2008; 01/08/2013