

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

Management Class Specification

VICE CHANCELLOR

EDUCATIONAL ~~AND STUDENT SERVICES~~, PLANNING AND FACILITIES

MANAGEMENT RESPONSIBILITY

The Vice Chancellor, ~~Educational and Student Services~~ Educational Services, Planning and Facilities is a management position designated by the Board of Trustees of the Chabot-Las Positas Community College District. The incumbent is responsible for the satisfactory completion and/or coordination of the listed duties and responsibilities either directly or through administrative review. The incumbent is charged by the Board of Trustees with the satisfactory implementation of Board policy and District procedure as applicable to the position. In addition, the incumbent is expected to participate in the formulation of District policies by making appropriate recommendations for improvements or additions in policy or procedure through his/her reporting authority and serving on District-wide administrative councils.

GENERAL DESCRIPTION

The Vice Chancellor, ~~Educational and Student Services~~ Educational Services, Planning and Facilities reports directly to the Chancellor. The Vice Chancellor will provide overall leadership to plan, develop, implement, and coordinate the instructional and student support programs of the District including the areas of research, strategic planning, workforce and economic development, enrollment management, ~~and~~ educational technology and facilities.

REPRESENTATIVE DUTIES

1. Under the direction of the Chancellor and in collaboration with the College Presidents and Vice Presidents, provide overall leadership to the District in curriculum planning and development, including new programs; coursework and distance learning; program review; research and strategic planning; and in the development, implementation, ~~and~~ coordination of the instructional and student support programs; and, facilities planning and development of the District.
2. Coordinate the educational services and planning of the District in collaboration with the College Presidents, Vice Chancellors, Vice Presidents, senior staff, college administrators, and the appropriate shared governance groups. Facilitate the strategic planning and operational planning processes of the district.
- ~~2.3.~~ Provide the leadership for the facilities planning and development ensuring adequate facilities are planned to effectively support the District's educational mission.
- ~~3.4.~~ Integrate quality indicators within strategic plans to measure achievements and institutional effectiveness of the planning process and initiate necessary modifications to identify specific information needs to support continuous improvements.

- 4.5. In collaboration with administration and faculty, coordinate feasibility studies of new programs, costs, potential partnerships, target student markets, timeline, location, objectives, and other needed data.
- 5.6. Serve as District accreditation liaison officer; provide oversight and coordinate activities related to the accreditation process including development of self-study documents, evidence files, progress reports, site team visit preparation, and other related activities.
- 6.7. Oversee Economic Development and Contract Education in concert with the District's strategic plan and the Chancellor's Initiatives. Represent the District on local, state, and national committees and taskforces regarding workforce training and/or economic development.
- 7.8. Represent the District on issues before the legislature, Department of Finance, and Governor's Office, Legislative Analysts Office, and State Chancellor's Office.
- 8.9. Coordinate key stakeholder objectives to create understanding of complimentary roles throughout the District's colleges.
- 9.10. Executive and critical oversight and administration of numerous special project funds to support technical education and apprenticeship programs (i.e., Vocational Technical Education Act (VTEA) programs, Economic Development program).
- 10.11. Develop and manage the budget for the Office of the Vice Chancellor, Educational ~~and Student~~ Services, [Planning and Facilities](#).
- 11.12. Interpret and ensure compliance with federal and state statutes and regulations, the rules and policies of the Board of Trustees, and the administrative directives of the Chancellor as these affect educational and student services.
- 12.13. Work with the Chancellor, Vice Chancellors, College Presidents, and other senior administrators on District-wide issues and initiatives.
- 13.14. In collaboration with the Vice Presidents, maintain the instructional program inventory and monitor the instructional and student support programs of the District.
- 14.15. Coordinate the completion of District reports for federal, state, and local agencies.
- 15.16. Coordinate District research functions, as needed.
- 16.17. Recommend to the Chancellor, and others as appropriate, changes in organizational and operating policies and procedures that affect District educational and student services.

- | 17.18. Review legislation affecting the student support and academic affairs of the District and advise the Chancellor and the Board of Trustees.
- | 18.19. Direct and oversee continuous review and audit of District policies and procedures related to functional area of responsibility.
- | 19.20. Attend meetings of the Board of Trustees and serve on District committees.
- | 20.21. Serve as a member of the Chancellor's Cabinet and Council.
- | 21.22. Perform other duties as assigned by the Chancellor.

MINIMUM QUALIFICATIONS

Education:

| Qualified candidates will possess an earned ~~masters~~doctorate or equivalent from an accredited college or university. One year formal training, internship, or leadership experience reasonably related to the managerial assignment is required.

Knowledge, Skills And Abilities:

1. Sensitivity to and an understanding of diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students and staff.
2. Knowledge and experience in educational curriculum development, program planning, strategic planning, research, and student services.
3. Experience in the effective use of educational technology to further advance instructional programs and student services.
4. Familiarity with legislation affecting community colleges and relevant Community College laws, rules, and regulations.
5. Management level experience in areas such as policy development and implementation, and an ability to interpret of laws, policies, regulations and negotiated agreements relating to curriculum, program development, and student services.
6. Demonstrated skills in written and oral communication, particularly with public and government agencies, and proficiency in the use of computer software and technology.
7. Ability to work in an academic environment with understanding of the traditional processes related to shared governance, as well as valuing employee and student diversity.

8. Knowledge of research methodology and ability to use statistical methods and effective reporting protocols.
9. Demonstrated ability to develop, implement, and maintain a strong service orientation.
10. Ability to establish and maintain effective relationships with District personnel and the [public community-at-large](#).

DESIRABLE QUALIFICATIONS

1. Demonstrated ability to promote and implement quality improvement.
2. Leadership experience in higher education institutions.
3. Demonstrated experience promoting a culture of inclusion and respect for students, faculty, staff, and the public.

APPOINTMENT

The Vice Chancellor, ~~Education and Student Services~~ [Educational Services, Planning and Facilities](#) shall be appointed by the Governing Board upon the nomination of the Chancellor and shall serve under the terms of an appropriate administrative contract.

NOTE: This class specification is not necessarily all-inclusive in terms of duties and responsibilities.

Approved by the Board of Trustees on December 9, 2008
Adopted by the Board of Trustees on April 16, 2002
Effective: April 9, 2002

Revised: December 9, 2008 (change in title and responsibilities)
Adopted by the Board of Trustees: December 9, 2008
Effective: December 9, 2008

[Revised: August 21, 2012 \(change in title and responsibilities\)](#)
[Adopted by the Board of Trustees: August 21, 2012](#)

Job Family: Executive Management (contract)