

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

Management Class Specification

VICE CHANCELLOR EDUCATIONAL SERVICES AND STUDENT SUCCESS

MANAGEMENT RESPONSIBILITY

The Vice Chancellor of Educational Services and Student Success 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 committees.

GENERAL DESCRIPTION

The Vice Chancellor for Educational and Student Success reports directly to the Chancellor. The Vice Chancellor will provide overall leadership and oversight responsibility for all District instructional programs and student support services. The Vice Chancellor supervises and coordinates academic planning and development, including new degree and certificate programs, as well as revisions and deletions of existing programs. Included among the Vice Chancellor's major duties are leadership in grant development, educational and strategic planning, research, accreditation, community and contract education programs, international programs, enrollment management, workforce and economic development and educational technology.

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 success initiatives 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.
3. 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. 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. Provides leadership to the District's fee-based, community education, apprenticeship, and contract education programs.
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.
7. Oversee Economic Development and Contract Education in concert with the District's strategic plan and the Chancellor's Initiatives.
8. May represent the District on local, state, and national committees and taskforces regarding instructional and student services issues, workforce training and/or economic development programs.
9. Coordinate key stakeholder objectives to create understanding of complimentary roles throughout the District's colleges.
10. Administrative Executive with critical oversight of numerous special project funds to support career and technical education (CTE) and apprenticeship/internship programs (i.e., Vocational Technical Education Act (VTEA) programs, Economic Development program, grants).
11. Develop and manage the budget for the Office of the Vice Chancellor for Educational Services and Student Success.
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.
13. Work with the Chancellor, Vice Chancellors, College Presidents, and other senior administrators on District-wide issues and initiatives.
14. In collaboration with the Vice Presidents, maintain the instructional program inventory and monitor the instructional and student support programs of the District.
15. Coordinate the completion of District reports for federal, state, and local agencies.
16. Coordinate District research functions, as needed.

17. Recommend to the Chancellor, and others as appropriate, changes in organizational and operating policies and procedures that affect District educational and student services.
18. Review legislation affecting the student support and academic affairs of the District and advise the Chancellor and the Board of Trustees.
19. Direct and oversee continuous review and audit of District policies and procedures related to functional area of responsibility.
20. Develops measurements and accountability strategies for major district programs and services and coordinates program outcomes.
21. Attend meetings of the Board of Trustees and serve on District committees.
22. Serve as a member of the Chancellor's Senior Leadership Team, Cabinet and Council.
23. Perform other duties as assigned by the Chancellor.

MINIMUM QUALIFICATIONS

Education:

The minimum qualifications for service as an educational administrator shall be both of the following:

- (a) Possession of a master's degree from an accredited institution; and
- (b) One year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment

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 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.

DESIRABLE QUALIFICATIONS

1. earned doctorate from an accredited institution in an area related to duties;
2. three (3) years of postsecondary teaching experience and three (3) years of educational services related administrative experience at an accredited community college/district;
3. knowledge and experience in areas of research design, statistics, and data analysis appropriate to providing leadership to Institutional Research personnel;
4. knowledge of local, state, and federal laws generally related to education and specifically to community colleges;
5. demonstrated commitment to participatory governance and collaborative decision making;
6. experience with contemporary academic technology and administrative information systems;

7. strategic planning and detail-oriented operational deployment skills; ability to translate vision and strategy into clear actionable goals;
8. excellent communication skills with a demonstrated ability to listen to a variety of constituent groups, synthesize input, make decisions and share information broadly to build consensus and support for action.
9. demonstrated experience promoting a culture of inclusion and respect for students, faculty, staff, and the public.

APPOINTMENT

The Vice Chancellor of Educational Services and Student Success 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
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Job Family: Executive Management (contract)