

**Associate Vice Chancellor,
Planning and Educational Technology
District Office
Kern Community College District
JOB DESCRIPTION**

Definition

The Associate Vice Chancellor, Planning and Educational Technology reports directly to the Vice Chancellor, Educational Services, and provides overall leadership in the development of district strategic plans, provides leadership and guidance in the accreditation process, and selection and implementation of educational technology.

Example of Duties

1. Working with the Vice Chancellor, Educational Services, coordinate with the college vice presidents and provide leadership in the selection and implementation of strategic educational technology solutions in alignment with the district strategic and technology plans.
2. Creatively leverage grants and other non-general fund monies to provide opportunities for improved educational technology solutions to benefit the district and student success initiatives.
3. Work in collaboration with the Chief Information Officer to implement successful educational technologies that support the instructional and student service needs of the district.
4. Provides leadership in the development of strategic approaches for the integration of technology into the educational environments of the Colleges.
5. Lead and coordinate the development and implementation of the District Strategic Plan.
6. Serve as a district resource to the colleges in the development of the college's strategic plans.
7. Coordinate and provide administrative leadership to assist with the accreditation process to insure alignments with district and college strategic plans.
8. Serve as a resource to the colleges during the various accreditation processes including the self-evaluations, mid-term reports, and other accreditation functions.

Examples of Duties (continued)

9. Designs and executes a staffing plan to meet requirements through selection, training, coaching, development, evaluation and supervision of assigned staff.
10. Serve on, chair or co-chair advisory boards and/or District or College committees as appropriate.
11. Review and recommended new and revised District Policies and Procedures as related to assigned areas of responsibility.
12. Prepare agenda items for the Board of Trustees, which relate to (a) general District policy recommendations and (b) strategic planning.
13. Initiate, plan, organize, and conduct meetings, seminars, and training programs relating to accreditation, strategic planning, and education technology.
14. Represent the District at public functions as appropriate.
15. Serve as a member of the Chancellor's Cabinet.
16. File annually with the Vice Chancellor, Educational Services, a report of activities for the year.
17. Supervise and direct assigned employees, including performance reviews.
18. Perform other duties as assigned by the Vice Chancellor, Educational Services.

Qualifications

Minimum:

- Master's Degree from an accredited college/university.
- Two years of progressively responsible management experience reasonably related to the administrative assignment.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

Desired Qualifications:

- Two years of progressively responsible experience working with large technology projects.
- Service on an accreditation team as an evaluator.

Knowledge and Abilities

Knowledge of:

- Principles of management, supervision and training.
- Development of college strategic plans.
- Authoring accreditation self-evaluation reports.
- Educational technology and the implementation in a community college environment.
- Budget development and administration.
- Collaborative strategies for diverse groups/populations.
- Mission of comprehensive community colleges.

Ability to:

- Interpret laws, rules, and regulations affecting community colleges; to formulate policies and procedures; to compile clear, accurate statistical reports and surveys; to communicate effectively both orally and in writing; to coordinate/facilitate meetings; and to establish and maintain effective working relationships.
- Supervise, evaluate, and assist assigned personnel;
- Embrace and work effectively within a system of participatory governance in a multi-campus environment.
- Facilitate change in a productive and positive manner.
- Effectively represent the District in the community.

Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1

Occasional—25-50 percent = 2

Often—51-75 percent = 3

Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
3	Ability to work at a desk, conference table or in meetings of various configurations.
1	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
3	Ability to communicate so others will be able to clearly understand a normal conversation.
1 or 2	Ability to lift 10 pounds.
1 or 2	Ability to carry 10 pounds.
4	Ability to operate office equipment.

Status/Rationale

This is an educational administrator position. This position has direct responsibility for formulating and implementing policy regarding the instructional and student services program of the Colleges and the District.

Signatures/Approval

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)

5/5/2021