

**Vice Chancellor, Educational Services**  
**District Office**  
**Kern Community College District**  
**JOB DESCRIPTION**

**Definition**

The Vice Chancellor, Educational Services, reports directly to the Chancellor and serves as the chief academic and student services officer of the District and serves as the accreditation liaison with the Colleges. The Vice Chancellor provides overall leadership and utilizes data in planning, organizing, reviewing, coordinating, and evaluating district-wide instructional and student services programs and the development and implementation of policies and procedures of the District. It is expected that decisions are consistent with the Strategic Plan, California Education Code, Title 5, and Board policies. It is essential for this leader to have the ability to inspire and connect with all constituency groups across the District.

**Examples of Duties**

1. Oversees the development and implementation of the district educational and student services policies and participates in the formulation of organizational objectives, plans and strategies in accordance with the district's mission.
2. Provides leadership for the development of instructional and instructional related programs, and student services. Make recommendations to Colleges and recommend course and program approvals from the District's colleges to the Chancellor for approval by the Kern Community College District Board and submission to the California Community Colleges Chancellor's Office. Maintain an inventory of approved programs.
3. Facilitate student success and student equity by working in collaboration with the colleges and the college vice presidents.
4. Directs the timely and accurate preparation of records, reports, summaries, and projections of data related to instructional and student services, funding, and the implementation of short- and long-range plans.
5. Provides administrative leadership for accreditation.
6. Ensures action plans and program review processes for academic and student support programs are completed and evaluated in a thorough and timely manner and those results are integrated into the strategic staffing, facilities, and budgetary planning processes of the District.
7. Coordinate and supervise the development of the academic calendars and student fees for the District's colleges.

## Examples of Duties (continued)

8. Utilizing data evaluate and recommend programs, standards, policies, and procedures within the parameters of state and federal laws to meet District goals for assigned instructional and student programs and services.
9. Communicate and interpret instructional policies and procedures to administrators, faculty, and staff; communicate with government agencies and other education institutions to identify and research issues, interpret and explain policies, provide technical expertise, and exchange information.
10. Encourages and works to inspire innovation in teaching and learning.
11. Ensures evaluation procedures for academic personal are consistent with negotiated agreements and District policies and procedures.
12. Acts as a resource to District negotiating teams and serves on teams as needed, assists in the preparation of proposals and ensures compliance with collective bargaining agreements.
13. Prepare, submit, and administer budgets for assigned area and categorical and grant programs and funding; monitor and control expenditures; and assure proper maintenance of audit trails, documentation, and financial records.
14. Direct the development and implementation of the District Strategic Plan and collaborate with the colleges in the development of the colleges Strategic Plans and Student Success Plans.
15. Collaborate with the colleges in the implementation of enrollment management plans.
16. Represents the District to local, state, and federal governmental agencies, businesses and agencies involved in creating, developing, modifying, and evaluating programs and services for community college students.
17. Forge successful relationships with governmental agencies, business and industry, other educational institutions, and service organizations to develop and maintain articulation and collaborative activities.
18. Supervise and direct assigned employees, including hiring and performance evaluation.
19. Perform other duties as assigned by the Chancellor.

## **Qualifications**

- Master's Degree from an accredited college/university.

## Qualifications (continued)

- A minimum of six (6) years of progressively responsible leadership experience as an administrator at an institution of higher education. This may include experience as a Vice President, dean, or district level administrative positions, administration of educational or student services, and other unique district level positions. Qualified applicants will have worked directly with the Chief Executive Officer on college or district priorities or initiatives.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

## Desirable Qualifications

- The following desirable education and experience are important to the success of the administrator in this position:
- Doctorate degree in educational leadership.
- Prior teaching experience at the college or university level.
- Experience participating in the collective bargaining process.
- Experience with both general education and Career and Technical Education programs.
- Experience with all methods of instruction including distance education.
- Demonstrated experience in providing leadership to the development of instructional, student services, and administrative programs as a line administrator.
- Experience with state, national or community involvement representing the district.
- Experience in developing, initiating, and implementing enrollment management.

## **Knowledge and Abilities**

- The curriculum process and experience in credit, non-credit, and not-for-credit programs.
- Comprehensive student services programs and best practices. Knowledge of the mission of California Community Colleges.
- The role of Career & Technical Education programs within the Mission of the California Community Colleges.
- Knowledge of successful strategies leading to student success. Ability to lead, implement, and manage change.
- Ability to interpret laws, rules, and regulations affecting community colleges; to formulate policies and procedures; to compile clear, accurate statistical reports, and surveys.
- Knowledge of teaching and learning strategies and experience in evaluation of those strategies.
- Knowledge of enrollment management.
- A track record of being innovative in planning, developing, and producing quality alternative delivery of instruction.

- Ability to relate well and work effectively with students, faculty, staff, and business and industry representatives of diverse backgrounds.
- Integrity, high energy, devotion to collegiality, and civility as the accepted mode of discourse, and an exceptional level of creativity and initiative.
- Ability to communicate effectively and persuasively orally, in writing, and using technology.

## 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

Often—51-75 percent = 3

Occasional—25-50 percent = 2

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)

7/2016