

**SENIOR VICE PRESIDENT OF STUDENT LEARNING AND STUDENT SERVICES**

**Purpose Statement: (Duties, General Description)**

Reporting to the Superintendent/ President, the Senior Vice President of Student Learning & Student Services serves as chief instructional and student services officer for the District. This educational administrative position is responsible for providing leadership and vision, as a member of the executive management team, for building and fostering a collaborative faculty and staff consultation process in planning, directing, developing, administering, evaluating, and implementing a variety of academic and student support programs and service of the College, including budgeting, research, accreditation standards, recommending policies and procedures, student learning outcomes assessment, program review, technological advancement, and fiscal accountability. The Senior Vice President of Student Services & Student Learning administers and implements District policies, collective bargaining agreements, Equal Opportunity statutes, State and Federal codes, local laws and other regulations as applicable to assure compliance and continual modernization throughout all District learning programs, services, activities and their fiscal management. The Senior Vice President may provide input to the collective bargaining process and may participate in negotiations, and coordinates and guides the delivery of District business, operations, and services which advance the District mission. The position will serve as an effective change agent in creating a campus environment that is welcoming and nurturing for all students. The Senior Vice President works collaboratively with the College's diverse stakeholders to develop and implement innovative approaches to enhance student learning and provide a student-centered learning environment.

**Diversity Statement:**

College of Marin strives to embrace diversity in all forms: it strives to be an inclusive community that fosters an open, enlightened, and productive environment and demonstrates sensitivity to and respect for a diverse population.

**Duties and Responsibilities:**

Plan, implement and evaluate short- and long-range strategies, goals and objectives for District student learning programs, projects, curriculum, staffing, accountability, services, activities, and facilities utilization, in conjunction with administrative staff, faculty senate representatives, and other groups as appropriate.

Research, develop and foster partnerships with other educational institutions, community organizations, government agencies, corporations and local businesses. Participate as a member of the executive team in discussion and finalization of principal strategic directions and actions for the District.

Plan, direct, administer, and evaluate the Student Services programs of the College including Enrollment Services, Counseling, Career Center, Transfer Center, Student Accessibility Services, EOPS/CalWORKS, , Job Placement, Student Success & Support Programs/Student Equity, Outreach, Re-Entry, Student Activities & Advocacy, Veteran's Affairs, and other student services areas; assure compliance with federal, state, local, and District policies/procedures.

Administer development of course offerings, the class schedule and catalog, , and academic standards, pursuant to proper course articulation policies and standards, student diversity, student needs, and program requirements, in collaboration with department managers, chairs, and other staff as appropriate. Collaborate with academic and student support program managers and appropriate staff to build, foster, and advance student-centered programs, services, and activities.

Provide leadership and participate in the planning, development, implementation, and evaluation of budgets. Direct the research, development, implementation, and evaluation of externally funded initiatives and opportunities. Plan for resource allocations that support instructional and student support programs including staffing, technology, facilities, and fiscal accountability.

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Participate in Closed and Open sessions of the Board of Trustees. Make presentations at meetings, workshops, and at special events. Serve as District representative on District and outside committees, commissions, and in other activities as assigned.

Develop a cohesive student services organizational structure, imbedding continuous quality improvement and leading the development of student learning outcomes for each program.

Direct, supervise, and evaluate the performance of assigned staff, administrators, supervisors, and coordinators, in compliance with collective bargaining agreements, District policies, and established procedures.

Plan and project short- and long-range staffing requirements. Provide staffing recommendations, services, and activities that comply with and foster advancement of Equal Opportunity policies and procedures. Provide leadership in the development and implementation of staff communication channels and participatory governance. Interview and participate in selecting employees; orient, train, counsel, discipline, and terminate personnel according to established policies, procedures, and collective bargaining provisions.

Work with the faculty and staff to develop student-learning outcomes as they relate to courses and programs in the student services areas.

Participate in the College's strategic planning process and provide leadership for the implementation of the College strategic planning goals in the academic, student services, and institutional support areas including organizational structure, budget planning, program improvement, facilities infrastructure, and quality improvement, while incorporating the strategic planning themes of technology, cultural diversity, and campus relations.

Participate in shared governance consultations and collaboration with senate and other faculty groups on a variety of institutional issues. Provide guidance to and receive recommendations from faculty senate and other representative organizations, as applicable, regarding the planning, implementation, and review of academic programs, services, activities and related matters.

Oversee equitable access, recruitment, and retention of students.

Research, develop, and recommend advancements in the use of computer technology across all programs and services, and in the administration and implementation of student learning programs, reporting, services, and activities.

In collaboration with college staff address issues related to accreditation and develop a system for the on-going and systematic review and enhancement of programs related to achieving educational/support services goals.

Direct and participate in the completion and submission of timely and accurate reports, as required by various State and Federal agencies, District and College divisions and departments.

Serve on the college-wide policy and governance committees.

Provide guidance and administration for the College athletic programs.

Supervise the coordination of curriculum development, including review and revision in cooperation with the Academic Senate. Develop and coordinate policies and activities to respond to the educational needs of the College's student population including program review.

Provide leadership for student services programs and courses, assuring consistent quality of student services programs and academic program development.

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Administer and recommend student services and student services-related policies, procedures, and mandates.

Ensure that goals related to the College's strategic plan and other Board-adopted plans related to education are implemented.

Direct enrollment management and analyze and report on student enrollment, retention, persistence and goal attainment.

Support and maintain effective relationships among the College administration, faculty, staff, and students through participation in governance activities.

Attend and conduct a variety of meetings, conferences, workshops, and other activities; serve on assigned committees and task groups; represent the College in relations with local, state, and federal agencies; and submit request for state and federal funds. Direct and participate in the completion and submission of timely and accurate reports, as required by various State and Federal agencies, District and College divisions and departments.

Attend Board of Trustees meetings.

Assume charge of the College, as directed.

Perform other related duties as assigned by the Superintendent/President.

## **Knowledge, Skills and Abilities: (Desirable Attributes & Skills)**

- Previous experience in higher education management that has included curriculum and student support program development; supervision and evaluation of staff; budget development and implementation, and sound fiscal management.
- Previous experience as an instructor, counselor or related faculty position.
- Knowledge of the State and Federal codes, statutes and regulations that govern California community college instructional, student support, auxiliary, and other student learning programs, including those relevant to the role of the Academic Senate in issues of participatory governance.
- Demonstrated skill in the practical use of computer technology to facilitate and support student learning and staff productivity.
- Demonstrated skill in oral communication, including public speaking.
- Demonstrated ability to work effectively as part of a team, establishing and maintaining cooperative and effective working relationships with others.
- Planning, organization, and implementation of various student services programs. Ability to plan, direct, administer, and evaluate the student services programs of the College. Ability to analyze complex financial, statistical, and narrative data regarding student services programs.
- Knowledge of student services, technology, and alternative teaching and learning strategies. Demonstrated skill in the practical use of computer technology to facilitate and support student learning and staff productivity, with the ability to operate a computer and assigned software.
- Strategic planning.
- Collective bargaining and contract administration.
- Principles and practices of administration, supervision, and training of a diverse workforce. Ability to facilitate conflict resolution.
- Previous experience as an instructor, counselor or related faculty position.

- Demonstrated skill in participatory governance and collaboration with faculty and other academic/student service representatives.
- Demonstrated skill in written communication, including policy and procedures development, and reporting. Interpersonal skills using tact, patience, and courtesy.

**Minimum Qualifications/Position Requirements (Education & Experience):**

1. Possession of a Master's degree from an accredited college or university in a subject area that is taught in the California Community College system;
2. Five years of formal training, internship or leadership experience reasonably related to the administrative assignment, which may, but need not be concurrent with the required full time service;
3. Extensive experience in public contacts that has demonstrated skill in respectful and sensitive communication with people who are diverse in their cultures, language groups, abilities, lifestyle and backgrounds. Demonstrated sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students are also required.

**Working Conditions:**

In accordance with the Americans with Disabilities Act, the following physical, mental and other abilities are required in order to perform the essential functions of this classification: complex data comparison, analysis, and synthesis; attention to detail; public speaking to small and large groups; persuasive communication; negotiation; multi-tasking; flexibility; adaptability; tact and sensitivity.

**Certificates & Licenses:** N/A

**Clearances:** Criminal Justice/Fingerprint Clearance & TB Clearance

**FLSA Status:** Exempt

**Classification Category:**

The Senior Vice President of Student Services & Student Learning is an educational administrative position, in compliance with all applicable sections of the California Education Code.

**Salary Range:** Management 8

**Date:** December 1, 2015

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## JOB DESCRIPTION

### ASSISTANT VICE PRESIDENT FOR INSTRUCTIONAL SUPPORT

#### **Purpose Statement: (Duties, General Description)**

Reporting directly to the Vice President of Student Learning & Student Services, the Assistant Vice President for Instructional Support (AVP) is responsible for providing leadership for a comprehensive array of instructional support services designed to assist all students in the achievement of their educational goals. The AVP is required to have extensive collaborative and cooperative relationships with a wide array of executive, academic, professional, and administrative individuals within the College and, in the external environment, to have critically important contacts and relationships with college and high school administrators and other community partners. The incumbent is expected to collaborate with academic and student services departments to contribute to the efforts in educating, serving and retaining students from culturally diverse backgrounds including adult learners.

#### **Essential Functions:**

Under the supervision of the Vice President of Student Learning & Student Services, the AVP will supervise the Office of Instructional Management (OIM), College Skills Department, Library, Distance Education, and Early Childhood Education & Child Development Program.

The AVP will work collaboratively with the Dean of Enrollment Services, Dean of Student Success, Academic Deans, Department Chairs, Director of Planning, Research, & Institutional Effectiveness, and CIO/Director of Information Technology to advance the College's instructional capacity and approaches as approved and championed by the Vice President of Student Learning & Student Services.

Specifically, the AVP:

- Coordinates scheduling of curriculum offerings and the monitoring of instructor assignments;
- Ensures prudent allocation of dedicated tutors and instructional specialists;
- Advises, interprets, and instructs administrators in matters related to minimum qualifications for both full-time and part-time faculty; ensures compliance with academic and Title 5 requirements;
- Manages the College's Basic Skills Initiative grant;
- Works closely with the College's Library director, faculty and staff to secure appropriate and cost-effective educational resources for teaching and learning;
- Serves as the College's liaison to the CCCCO with regards to curriculum, degrees, certificates, and other relevant academic policies and procedures and works closely with the College's articulation officer
- Supports Distance Education program in collaboration with Distance Education Committee (DEC);
- Reviews instructional policies and procedures of the College;
- Manages grants and budgets;
- Prepares instruction-related program, facilities, personnel, financial, descriptive and analytical reports;
- Provides leadership to instructional deans on scheduling, program development, revitalization, and discontinuance;
- Works closely with the Academic Senate and others to provide leadership in program review;
- Supports professional development program for faculty; works directly with faculty professional development coordinator to facilitate program;
- Works with vice presidents and deans to prepare budget projections and reports;
- Manages faculty recruitments: verify funding, work with academic departments on position postings, coordinate timelines, train hiring committees, and prioritize hires with HR;
- Coordinates new faculty orientation process, from initial hire through second year of employment;

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- Coordinates New Faculty Academy and work to develop/support new faculty in their positions;
- Coordinates faculty tenure review and part-time faculty review processes;
- Manages flexible calendar requirements in conjunction with the Chancellor's Office;
- Manages various enrollment management functions, including, but not limited to:
  - Master Schedule - IVC and KTD
  - Prerequisites
  - 1440 Degrees compliance
  - CTE programs and curriculum process
  - Articulation

Serves as an advocate for the use of technology to enhance delivery of course content and services to students; provides opportunities for faculty to develop effective teaching strategies and activities to support students with developmental English, math or study skills needs, all in support of the provisions of the Student Success Act of 2012 and other mandates.

Works closely with Planning, Research and Institutional Effectiveness (PRIE) to gather, interpret and present data on faculty, teaching, enrollment management, students, student progress, and student success indicators in order to enhance instructional effectiveness and support enrollment management efforts.

In conjunction with the Academic Deans, Dean of Enrollment Services, Dean of Student Success, and others, evaluates College Board Policies and Administrative Procedures on a continual basis and recommends changes for the improvement of education and related services in consultation with the Vice President of Student Learning & Services and all appropriate governance committees.

Provides direct supervision to supervisory staff and faculty across the areas of OIM, College Skills, Library, Distance Education, and Early Childhood Education/Child Development.

Performs other duties as assigned by the Vice President of Student Learning & Student Services.

### **Knowledge, Skills and Abilities: (Desirable Attributes & Skills)**

- Knowledge of the State and Federal codes, statutes and regulations that govern California community college student developmental and instructional services including:
  - Pertinent sections of Title 5 of the California Code of Regulations pertaining to student developmental, curriculum, and institutional services.
  - Pertinent sections of California Education Code.
  - Americans with Disabilities Act (ADA) compliance regulations.
  - California State Chancellor's Office (Systems Office) legal opinions and advisories.
  - Federal regulations pertaining to the Family Educational Rights and Protection Act.
  - Federal regulations pertaining to the certification of Veterans Educational Benefits.
  - BANNER Student Module applications.
  - Microsoft Office Word/Excel.
  - Board Policies and Administration Procedures.
  - Articulation agreements with other colleges/universities.
  - ASSIST
  - Curriculum management systems
- Applies the principles and practices of management and supervision.
- Collaborates with faculty and administrative staff in shared governance; in the practical use of computer and instructional technology to facilitate and support student services and staff productivity; in written communication, including reporting and funding proposals.
- Work as an effective team member in a collaborative work environment with demonstrated commitment to the values inherent to a culturally diverse workplace.
- Communicate orally and in writing before groups, to facilitate meetings, and for reporting and preparing funding proposals; and to work effectively as part of a management team.

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### **Minimum Qualifications/Position Requirements (Education & Experience):**

1. Possession of a Master's degree from an accredited college or university in a subject area that is taught in the California Community College system; and
2. One year of formal training, internship or leadership experience reasonably related to the administrative assignment, which may, but need not be concurrent with the required full time service; or
3. The equivalent (1 and 2 above); and
4. Extensive experience in public contacts demonstrating skill in respectful and sensitive communication with people who are diverse in their cultures, language groups, abilities, lifestyle and backgrounds. Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

### **Physical/Other Requirements:**

In accordance with the Americans with Disabilities Act, the following physical, mental and other abilities are required in order to perform the essential functions of this classification: complex data comparison, analysis, and synthesis; attention to detail; public speaking to small and large groups; persuasive communication; negotiation; multi-tasking; flexibility; adaptability; tact and sensitivity.

### **Responsibility:**

Responsibilities include: working independently under broad organizational policies with supervision focusing on results to organizational objectives; and supervising the use of funds. Significant utilization of resources from other work units is required to perform the job's functions. There is an opportunity to impact the Organization's services.

### **Working Environment:**

Performs much of the work in office or office-related settings which involve minimal lifting or other physical exertion. Travel is required to other campuses and off-site facilities, workshops, and conferences.

### **Desirable Qualifications:**

- Five years of proven administrative leadership in the community college setting.
- Three years of teaching experience at the college/university level.
- Experience with the management and effective use of administrative computing software, preferably BANNER.
- Experience with the implementation of California Education Code and Title 5 Regulations.

### **Certificates & Licenses:**

**Clearances:** Criminal Justice/Fingerprint Clearance & TB Clearance

**FLSA Status:** Exempt

### **Classification Category:**

The Assistant Vice President for Instructional Support is an educational management position, in compliance with all applicable sections of the California Education Code.

**Salary Range:** Management Level 6

**Date:** July 29, 2014