

**ASSOCIATE VICE PRESIDENT OF INSTRUCTIONAL SERVICES,
CONTINUING AND COMMUNITY EDUCATION**

DEFINITION

Plans, implements and administers a number of district programs including: non-credit education, community services education, Workforce Investment Act, CalWORKs, Professional Development Center and adult basic education. Provides leadership and coordinates a complex set of activities based at the Garfield campus with sites through out the community and makes certain that the college's programs and services demonstrate sensitivity to the needs of a culturally, economically, and linguistically diverse student population.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Vice President of Instructional Services.

Direction is exercised over management personnel who are responsible for various functions; general supervision is exercised over other support personnel.

EXAMPLES OF DUTIES

Supervises and provides direct support of, instructional, administrative and student services for the Garfield campus and related satellite operations.

Supports, assists and coordinates necessary activities to accomplish goals, objectives and priorities established in the Educational Master Plan.

Coordinates and supervises the development and implementation of the non-credit instructional curricula.

Provides leadership and long-range planning for all programs and services within areas of responsibility.

Develops, monitors and oversees the college's annual budget for all programs and services at the Garfield campus, including allocating resources within budget constraints.

Meets with non-credit division leaders and other key faculty on a regular basis to coordinate all instructional programs and services.

Meets with community leaders as needed to represent college interests in the areas served by programs and services.

Administers federal, state, and district mandated operational guidelines, policies, and procedures relating to each of the programs.

Prepares and maintains processes and procedures to meet requirements for a variety of records and reports for District, State and Federal agencies.

Serves as a member of the Superintendent/President's Cabinet.

Serves on advisory and governance committees.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Changing educational needs of the diverse student base of the greater Glendale area and the business community in which the college operates.

Higher education in community colleges, including the mission of the California Community Colleges.

Principles and practices of administration, supervision and training.

Emerging technologies on teaching, learning, and instructional operations.

Ability to:

Prepare and manage a budget.

Effective communication skills, oral and written.

Build effective teams from diverse personnel and in working cooperatively with others.

Select, develop, direct, supervise, motivate and evaluate faculty and staff.

Establish goals and strategic plans with identifiable outcomes, measures and implementation schedule.

Establish and maintain a productive and constructive rapport with members of the college faculty, staff, students, and public.

Analyze, interpret and explain laws, labor contracts, policies, rules and regulations.

Understand the needs of the Division in the context of overall instructional programs and participate with the management team to set goals and priorities for the College as a whole.

Plan, organize and implement multiple projects and programs and provide updates regarding progress towards completion.

Compile and present narrative and statistical reports in a concise and comprehensive manner.

EMPLOYMENT STANDARDS

Minimum Requirements:

Education:

Master's Degree in any academic field from an accredited college or university.

Experience:

A minimum of five years of managerial experience in higher education demonstrating leadership, preferably in, but not limited to, non-credit education.

Desirable:

A Doctorate degree in a related field from an accredited college or university.

EMPLOYMENT STANDARDS (continuing)

Demonstrated experience working with non- credit, non-credit ESL, community services, grant applications and grant supervision, job training, CalWORKs, and adult basic education programs.

Demonstrated leadership in a higher education academic setting.

Eight or more years of managerial experience in higher education, preferably in non-credit education, or the equivalent.