



Vice Chancellor of Educational and Student Support Services

Executive Management Range: I

Board Approved: 10/07/21

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*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Under the general direction of the Chancellor, the Vice Chancellor of Educational and Student Support Services will provide vision, leadership, and strategic planning administration. This position will review and evaluate all District educational planning services encompassing student services and instructional programs. The Vice Chancellor of Educational and Student Support Services will maintain high academic standards and assure proper districtwide implementation of student services and instructional programs; monitor, review, maintain, and evaluate programs, services, and compliance with applicable regulations, policies, and procedures; and supervise and evaluate the performance of assigned staff. This position will also organize, direct, develop and administer the operations and strategic growth for Workforce Development (Economic Development & Corporate Training - EDCT), Advancement (Economic, Resource & Community Development – ERCD), and Inland Futures Foundation. The class of Vice Chancellor is assigned to executive-level district administrators responsible for major functions that have substantial districtwide impact. Incumbents report directly to the Chancellor and are a party to the Chancellor’s Cabinet.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

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. Assist in the facilitation of 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. 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.



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6. 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.
7. In collaboration with the Vice Presidents, maintain the instructional program inventory and monitor the instructional and student support programs of the District.
8. In collaboration with the Vice Presidents, coordinate, facilitate, and provide leadership for a variety of districtwide educational services programs, including admissions and records, student records evaluation, counseling, financial aid/EOPS, Disability Support Programs and Services, registration, attendance accounting, administrative computing support, course/program development, course outline, catalog, and schedule production, development and oversight of grants, and others as assigned.
9. In collaboration with the Vice Presidents coordinate the planning, organization, and delivery of various educational services to students in areas such as financial aid, counseling, articulation agreements, student retention, residency, matriculation, registration, and instructional programs.
10. As the Chief Workforce Development Officer for the District, provides leadership, guidance, and technical expertise and consultation in the review and execution of the District policies, programs and concerns as they relate to economic, workforce, and community development planning, development, marketing, service delivery, coordination and management of customized training, contract education, entrepreneurship, innovation, and accelerator programs funded with Statewide Initiatives, Employment Training Panel (ETP), Workforce Innovation & Opportunity Act (WIOA), corporate foundation, and other applicable, competitive grant sources.
11. Manage the preparation and certification of enrollment and attendance reports for State apportionment.
12. Manage, coordinate, and provide leadership for a variety of districtwide Disability Support Programs and Services to provide, enhance, and facilitate learning opportunities for all disabled students.
13. Oversee the District's institutional research functions, including conducting analyses of indicators used for institutional effectiveness and enrollment management, developing infrastructures for improving data and information capacity, establishing and implementing research standards and protocols, and the design and development of research reports; develop and maintain updated management information systems involving interrelated curriculum data, i.e., course outline master file, catalog, and class schedule production, and automatemanual systems.
14. Works collaboratively with faculty, staff and administrators districtwide in developing, maintaining, and supporting workforce development initiatives to facilitate student access and success.
15. Reviews pending legislation, legal mandates, regulations, and guidelines which may affect district economic and workforce development programs, functions and activities. Complies with all District, county, state and federal grants.



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16. Communicate and interpret instructional policies and procedures to the Board of Trustees, District and institutional 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.
17. Provides leadership for strategic planning, organization, development, marketing, delivery, and management of all economic and workforce development training programs, including industry-recognized, customized contract training offered to private businesses, community-based organizations, and public sector agencies.
18. Interacts with public and private employers to assist in the development of comprehensive training contracts, assessments, performance improvement solutions, and short-term professional development programs, seminars, and workshops.
19. Serves as the District signatory and liaison with the California Community Colleges Chancellor's Office (CCCCO) for the Strong Workforce Program (SWP) and the Career Technical Education Act (CTEA) Perkins Grant Program.
20. Coordinate development of district policies and procedures regarding educational services functions; research and analyze issues and interpret State and federal regulations impacting educational services areas and matriculation and articulation processes; ensure compliance with regulations districtwide; analyze legislation and make recommendations.
21. Coordinate and provide leadership for the District's articulation program with secondary and post-secondary institutions to facilitate student transfer among education segments.
22. In collaboration with the Vice Presidents, plan, coordinate, and participate in the articulation of instructional programs with K-12 partners, other community college districts, and public and private post-secondary institutions
23. Revise, update, publish, and assure distribution of manuals, policies, and procedures related to registration, gradereporting, residency determination, attendance accounting, and records retention; ensure that current regulations are incorporated in all student services policies and procedures.
24. Plan, organize, and conduct meetings, seminars, and training programs relating to educational services.
25. Perform research, provide leadership for the development of new programs, standards, policies, and procedures within the parameters of State and federal laws; make recommendations to college and Continuing Education educational offices and personnel.
26. Coordinates implementation activities of District resources and revenue generation ventures related to grant development, special projects, strategic partnerships, and resource development initiatives.



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27. Provides leadership to the District's fee-based, community education, and contract education programs to ensure relevance with regional customer and business demands and economic trends.
28. Coordinates aspects of Districtwide grants research, concept development, planning, and application development in consultation with faculty, staff, administrators, and grant writing resources; may monitor grant project implementation for compliance and provides technical assistance to District and College leadership in grant project administration.
29. Perform related duties as assigned.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Budget preparation and control.
- Coordination of assigned districtwide functions.
- Classroom instruction and requirements of academic and technical disciplines. Community college and undergraduate education.
- Local, State, and federal laws affecting instructional services and programs. Current national and State issues in curriculum and instruction.
- Modern office practices, procedures and equipment, including computer hardware and software. Oral and written communication skills.
- Professional Development
- Principles of management, leadership, supervision, training, and public administration.
- Principles, practices, techniques, and trends used in the analysis and evaluation of instructional and student services programs at a community college district.
- Principles, techniques, and methods used in organizing, maintaining, and retaining comprehensive student records.
- State and federal laws, codes, and regulations affecting instructional and student services, attendance accounting, registration, and records maintenance.

Ability to:

- Oversee and participate in the management of comprehensive economic and workforce development, advancement and resource development, and broadcast media systems.
- Assemble, analyze, and interpret data, and make appropriate recommendations for educational support services, economic and workforce development programs, advancement and resource development, broadcast media systems, and information technology applications.



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- Participate in the selection and recommendation, supervision, training, and evaluation of staff.
- Participate in the development and administration of goals, objectives, and procedures for assigned area.
- Gather and analyze data and situations and make appropriate decisions and recommendations in support of goals.
- Interpret and apply California Education Code, Title 5, federal, state, and local policies, laws, and regulations as it relates to the position.
- Commit to shared governance, collaboration and district goals and missions.
- Analyze situations accurately and develop effective course of action.
- Coordinate and align educational services districtwide.
Communicate effectively both orally and in writing.
- Coordinate and provide leadership in evaluating, monitoring, and maintaining instructional services to all community college students.
- Coordinate, facilitate, and provide leadership in student services programs, attendance accounting, registration, and other assigned areas.
- Demonstrate interpersonal skills using tact, patience, and courtesy.
- Formulate program policy and procedures.
- Implement the District's mission, goals, and objectives.
Interact with diverse constituencies.
- Maintain records and prepare reports.
Meet schedules and time lines.
- Operate computers and business-related software, including word processing, spreadsheets, and databases.
- Plan, organize, and coordinate personnel and financial resources.
- Plan, organize, direct, administer, review, and evaluate assigned programs and services.
- Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.
- Provide leadership based on ethics and principles as they relate to educational support, advancement, and information technology functions and operations.

Education and Experience Guidelines – Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:



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A Master's Degree in business administration, public administration, organizational development, education, instructional technology, or a related field.

Experience:

1. A minimum of four (4) years of increasingly responsible experience in academic affairs, career technical education, economic and workforce development, instructional technology, information technology, at a Dean level or equivalent. including two (3) years at a managerial level (Dean level or equivalent), preferably in a college, public agency, or governmental setting.
2. Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and demonstrated cultural competency, sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students and staff.

Desired Qualifications:

1. Demonstrated knowledge of community college funding in California.
2. Doctorate from an accredited institute of higher education.
3. Strong academic experience in either teaching, counseling and/or other faculty experience.
4. Demonstrated knowledge of enrollment management, strategic planning and student success metrics in higher education.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting; occasionally travel from site to site.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.