

## **ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT**

### **ASSISTANT SUPERINTENDENT/VICE PRESIDENT, ACADEMIC AFFAIRS**

**AD Salary  
Column I**

#### **GENERAL DESCRIPTION:**

Under the direction of the Superintendent/President, the Assistant Superintendent/Vice President, Academic Affairs provides strategic direction and leadership for Academic Affairs in supporting the mission of the College. The Assistant Superintendent/Vice President serves on the senior management team as a member of the President's Executive Council and Cabinet and contributes to strategic planning for the College. This position requires a commitment to excellence in the instructional programs and the service areas that comprise the Office of Academic Affairs; to fulfill the comprehensive mission of the community college; to increase student retention, diversity and equity; and to support institutional and student learning outcomes. The major areas of responsibility for this position are planning, developing, coordinating, and evaluating the College's academic affairs, and instructional programs.

#### **DUTIES AND RESPONSIBILITIES:**

- Supervises the Office of Academic Affairs, instructional programs, and the deans and/or directors.
- Provides administrative leadership for the Educational Master Plan, Student Learning Outcomes, Program Review, and for the improvement of instruction and the use of technology to enhance learning.
- Coordinates continuous review and appraisal of curriculum adequacy and effectiveness; assists academic deans in the development of new programs, courses, and curriculum revisions; initiates feasibility studies in new curriculum areas.
- Coordinates the preparation of the annual budget for Academic Affairs, reviews division budget requests, and is responsible for program budget; assists in the preparation of the District budget.
- Coordinates the preparation and submission of required state reports pertaining to Academic Affairs programs.
- Makes recommendations for Academic Affairs personnel needs and, as appropriate, participates in the hiring process.
- Directs, supervises, and evaluates assigned administrators, managers, academic, and classified personnel; recommends for employment, directs the assignment and evaluation of all Academic Affairs personnel.
- Works cooperatively with all college staff in carrying out the district's evaluation policy for personnel and program review.
- Plans and develops in-service training for new faculty orientation and on-going staff development for faculty.
- Assists in resolving faculty, and staff grievances, and complaints in accordance with Board policy.
- Coordinates the utilization of instructional facilities and office space and participates in the master planning for campus instructional programs and facilities.

- Works collegially with participatory governance committees and all college personnel and constituencies in accordance with the participatory governance policy, and collective bargaining agreements of the District.
- Reviews, recommends, and coordinates grant-funded projects for instructional programs for special purposes and/or populations.
- Represents the College in economic development and community-based instructional partnerships, working closely with community leaders and special interest groups to maintain and enhance the partnership between the college and community.
- Provides leadership and develops partnerships with high schools, colleges, and other educational institutions.
- Holds membership in and actively participates in appropriate professional and community organizations.
- On a rotational basis with other Cabinet officers, serves as acting Superintendent/President in his/her absence.
- Represents Academic Affairs to other divisions, departments, elected officials, and outside agencies.
- Performs such other duties as may be assigned by the Superintendent/President.

#### **KNOWLEDGE AND ABILITIES:**

- Knowledge of and ability to provide leadership for fulfilling the comprehensive community college mission which includes transfer education, career and technical education, basic skills, economic development of the community, contract education, and community service.
- Knowledge of principles and practices in curriculum development, instructional technology, and staff development for the improvement of instruction.
- Knowledge of participatory governance philosophy and practices for California community colleges and ability to participate collegially in a participatory governance environment.
- Ability to communicate effectively both orally and in writing.
- Knowledge of principles and practices of supervision and management that promote teamwork, including the ability to train, motivate, and evaluate staff.
- Knowledge of state and federal regulations governing community colleges particularly as these regulations relate to overseeing the various service areas that comprise the Academic Affairs programs.
- Ability to prepare and administer a comprehensive budget utilizing a computerized budget system.
- Knowledge of current trends in information technology as they relate to the delivery of effective instructional programs; demonstrated experience with computerized student information database systems (i.e., Banner, Datatel, etc).
- Knowledge of collective bargaining law and the ability to work effectively within the collective bargaining process.
- Ability to work collaboratively with the campus community as well as community groups and organizations.
- Knowledge of the accreditation process.

**EDUCATION AND EXPERIENCE:**

- Master's degree from a college or university accredited by the U.S. Department of Education
- Earned doctorate preferred.
- Five years of progressively responsible administrative experience in Academic Affairs, with at least two years at the vice president, dean, director, or equivalent supervisory level.
- Three years of full-time teaching experience in higher education preferred.
- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, gender, disability, and ethnic backgrounds of community college students.