



**SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT
POSITION DESCRIPTION**

POSITION TITLE:	Assistant Superintendent/Vice President of Instruction		
JOB CLASSIFICATION:	<input checked="" type="checkbox"/> Administrator - Educational	<input type="checkbox"/> Confidential	
	<input type="checkbox"/> Administrator - Classified	<input type="checkbox"/> Classified	
	<input type="checkbox"/> Faculty		
RANGE:	65		
HOURS PER DAY:	8		
HOURS PER WEEK:	40		
MONTHS PER YEAR:	12		
REPORTS TO:	District Superintendent/President		

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To manage and administer the District's instructional program; to ensure the development and improvement of appropriate curriculum and instructional programs; to develop, evaluate, and implement policies and procedures relative to the District's instructional program; to represent the District and the Superintendent to the local community and statewide; and to serve as a member of the Superintendent's Cabinet and College Council. Employees in this job class receive executive direction within a framework of overall objectives. Employees in this classification exercise supervision of managers and supervisors. This job class exercises responsibility for the effective administration of all facets of the District's educational program which provides classes and instructional programs in a variety of disciplines as well as instructional support services. This job functions at a senior management level.

TYPICAL DUTIES

Essential Functions:

- Manages and administers the District's educational program; supervises and supports instructional administrative staff and programs to ensure educational objectives are met; oversees the provision of instructional support services including library, and learning center/lab services; analyzes and determines staffing needs
- Ensures the development of appropriate curriculum and instructional programs in accordance with State code requirements and Board actions and in correlation with UC and CSU course offerings; secures Chancellor's Office approval for new curricula
- Develops, implements, and evaluates policies and procedures related to the operations and activities of the instructional component of the District
- Serves as a member of the Superintendent's cabinet; recommends, formulates, and implements District policies in cooperation with other members of the

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cabinet; serves as a member of the College Council

- Represents and advocates for the District to the local community
- Represents the District in state-wide committees and initiatives as assigned; participate in professional development opportunities; model continuous learning and improvement
- Serves as a member of the District's negotiating team for collective bargaining
- Directs and supervises the preparation of class schedules, course catalogs, college calendar, and final exam schedule
- Provides leadership in facilitating district-wide dialogue that integrates accreditation objectives into the institution that is necessary to verify integrity, promote quality, and promote improvement
- May serve as the Accreditation Liaison Officer
- Coordinates accreditation self-evaluations and other reports and documentation necessary to maintain and/or renew accreditation
- Administer program review processes including the development and assessment of Student Learning Outcomes and the implementation of identified improvements
- Develops and manages instructional services budget; collects information; reviews, revises, and submits budgets; coordinates and prioritizes allocations
- Assists in the development and implementation of a systematic program for the student evaluation of instructors
- Participates in preparations for the accreditation review process and consideration of recommendations made
- Reviews and approves requests for travel to meetings/conferences, field trips, guest speakers, textbooks, etc.
- Serves on and/or chairs a variety of District/department administrative, advisory, staff, and board committees, meetings, and councils; represents the District as Chief Instructional Officer at meetings with agencies, community groups, and other colleges
- Directs the development of the college catalog and schedule; secures the adoption of the academic calendar.
- Collaborate with the Academic Senate president or designee on a variety of matters including on programs specific for the professional development of faculty and other academic employees
- Assist in the development of various District plans, such as educational and facilities master plans and strategic plans
- Assist Deans and the designated discipline officer in providing for the administration of the student discipline process
- Reviews, approves, and maintains course outlines for all courses offered
- Prepares financial, statistical, and descriptive reports; maintains appropriate records; prepares and distributes information, agendas, and minutes
- Directs and supervises the work of others; reviews, approves, and conducts performance appraisals; directs and participates in the selection, training, and

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development of staff; administers employment contracts; orients and informs staff of District/Department policies and procedures

- Serve as the Acting Superintendent/President in the absence of the Superintendent/President per board policy
- Performs related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS*Knowledge of:*

- community college curricular, instructional, and instructional support programs
- laws, codes, and regulations governing community college instructional and related programs and services
- curriculum planning, development, implementation, and evaluation methods, practices, and techniques
- budget preparation and administration procedures
- Accreditation Eligibility Requirements, Policies and Standards
- collective bargaining principles, practices, and contracts
- current technologies, personal computer, and associated office software such as word processing, spreadsheet, presentation, and/or database software
- principles and practices of management and supervision including planning, organizing, assigning, and reviewing work; performance appraisal and discipline; employee selection and development; and affirmative action policy

Ability to:

- supervise and participate in the full scope of community college curricular, instructional, and instructional support program development and administration
- interpret, apply, and enforce laws, regulations, and guidelines related to instructional operations and programs
- prepare and present effective reports, recommendations, and correspondence
- represent the District to employees, managers, and bargaining unit representatives in general sessions and formal negotiations
- conduct complex analytical studies, evaluate alternatives, and develop and implement sound recommendations related to instructional program administration
- direct, supervise, and formally evaluate the work of managers and others
- analyze problems, determine effective solutions, and take independent action for successful results
- establish and maintain effective work relationships with those contacted in the performance of required duties

Physical ability to:

- Read and comprehend printed matter and text and data on computer monitors

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- Effectively communicate in both oral and written forms
- Sit or stand for extended periods of time
- Lift and/or carry 25 pounds
- Exert manual dexterity sufficient for keyboard and other office equipment operation

QUALIFICATIONS

Education Required:

- Master’s degree from an accredited institution or equivalent. Doctorate preferred.

Experience Required:

- Strong background in college teaching or counseling. At least three years progressively responsible management experience in a post-secondary institution. Community college experience preferred.
- Experience in collective bargaining.
- Experience with grants administration and implementation.
- Commitment to collegial governance.
- Commitment to diversity among college faculty and students.
- Demonstrated successful interpersonal communication and leadership skills.

License

- Valid driver’s license and eligible to obtain California driver’s license upon hire.

APPROVALS

Date Created/Revised: 05-1996 / 06-17-2014 / 8-1-2016

Cabinet Reviewed: 06-2014 / 8-2-2016

Board Approved: 07-09-2014 / 08-10-2016

The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or status as a Vietnam-era veteran. (AP 3410 – Nondiscrimination)