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Vice President of Instruction and Student Services, LMC « Position Deleted on 7/13/2012 »

Institution: [Contra Costa Community College District](#)
Location: Martinez, CA
Category: Executive - Academic Vice Presidents and Provosts
Executive - Administrative Vice Presidents
Posted: 06/24/2012
Application Due: 07/12/2012
Type: Full Time

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Contra Costa Community College District

VICE PRESIDENT OF INSTRUCTION AND STUDENT SERVICES, LMC

Special Note to Applicants:

Los Medanos College (LMC) is seeking a dynamic, dedicated and visionary leader to serve as Vice President of Instruction and Student Services. The Vice President reports to the President of the College and is the chief instructional and student services officer at LMC. The Vice President of Instruction and Student Services will be responsible for providing effective leadership, direction, and oversight to all elements of the College's academic and student support programs, and will assume a lead role in the accreditation process of the institution.

Note: New employees will be placed at the first step which is \$9,869 per month or the second step \$10,368 per month (depending upon experience). Based on current salary placement guidelines, all step increases for which an employee becomes eligible shall take place on July 1st of each fiscal year. These increases will occur, on an annual basis, until the maximum step of \$12,025 per month is reached on the salary schedule.

Posting Number: 0000265

Range: M11

Salary: \$9,869 per month

Position Status: Permanent

Overtime Status: Exempt (not eligible)

Position: Full-Time

of Hours Scheduled Per Week: 40

Work Schedule By Day and Work Hours: 8am- 5pm Monday - Friday

of Months: 12

EEO Job Category: Executive/Administrative/Managerial

Employee Group: Manager - Academic

Department: L1001-President's Office

Position Definition

Under general administrative direction of a college president, serves as a campus Assistant Chief Executive Officer, overseeing academic, student affairs and/or support services programs for the college. Manages and evaluates the work of direct reports such as Senior Deans and other managers. May serve as the acting college CEO in the absence of the College President.

Distinguishing Characteristics

A Vice President oversees academic, student affairs and/or support services programs for a college in the District and serves as an Assistant Chief Executive Officer for the campus. Incumbents receive very high level direction from the College President. The President reports directly to the District Chancellor and is the Chief Executive Officer of the college, and thus is responsible for the entire delivery of educational and other services provided by the college.

Examples of Duties/Essential Functions

Duties/essential functions may include, but not be limited to, the following: Serves as an Assistant Chief Executive Officer for a college in the District, overseeing academic, student affairs and/or support services programs. Provides vision and leadership for a diverse, dynamic and innovative community of managers, faculty, staff and students. Provides overall educational leadership in the area of academic, student affairs and/or support services programs, ensuring that the instructional, student, and/or support services programs reflect the educational philosophy and institutional goals of the College and the District. Ensures that accreditation standards are met. Interprets and analyzes pertinent educational laws, legislation, policies, regulations and procedures to determine impact on the College and to formulate compliance and reporting strategies. Develops, recommends and carries out comprehensive policies and programs for managing the College's educational activities and services in accordance with College and District missions and goals. Ascertains and meets College and community educational needs by communicating effectively with managers, supervisors, faculty and staff and the service area community. Actively participates in and supports College shared governance components and activities and other collaborative processes. May oversee and/or assist in the development and maintenance of the assigned college's educational strategic plan. Develops and participates in College and District planning processes to assure articulation between educational planning goals and objectives and those of other College and District organizational units. Participates in the hiring process of college managers, supervisors, faculty and classified staff. Supports a climate that promotes innovation and improved service to students and the community; cooperates with area staff, faculty and other managers to develop processes that are student friendly and supportive of student success. Manages and participates in the continued evaluation and improvement of assigned college-wide educational programs and services. Promotes the assessment of student outcomes in order to determine the effectiveness of student learning and student development programs in assigned areas. Oversees research and submission of grant applications and proposals to federal, state, foundation and other funding agencies, to augment college resources for educational programs and services. Allocates or assists in allocation of financial resources to accomplish college educational mission and goals in accordance with established budget processes. Manages College educational programs and services operating budgets. Interprets provisions of collective bargaining agreements and contracts as appropriate. Manages assigned managers, faculty, classified and supervisory staff. Assists in the training of assigned managers, supervisory, faculty and classified staff. Evaluates assigned managers, supervisors and classified staff. Assists in the evaluation of faculty. Represents the college on College and District-wide committees and task forces, as well as to community groups, professional organizations, other colleges and K-12 schools. Responds to and seeks resolution of complaints arising from assigned divisions and major program area activities, including participating in the process of collective bargaining contract grievances. Employs appropriate techniques and strategies to resolve disputes and to enhance communication and cooperation among the members of the college and District communities. Travels throughout the District in carrying out responsibilities and functions. Performs other related duties as assigned.

Minimum Qualification-Education/Experience

Earned Master's degree or equivalent from an accredited college or university. Experience: Equivalent to at least three years of full-time management experience overseeing instructional, student and/or support services programs in an institution of higher education. License/Certification: A valid Class C California Driver's License.

Minimum Qualification-Knowledge Of

Computer-based technology for management of educational services; the goals of shared governance; principles and practices of administrative organization and management, planning, supervising and evaluating the work of others, employee motivation and training; applicable federal, state, local, District and college laws, rules and regulations, and collective bargaining contract provisions; complex business level English usage, spelling, grammar and punctuation; modern office tools such as computers and printers; typical modern office computer software programs; report and presentation writing; the relationship and interaction of a community college and the varied communities, special-interest groups, and public agencies it serves; the purposes, goals and philosophy underlying the delivery of education in a community college setting; budget development and management;

Minimum Qualification-Ability To

Independently perform assigned critical and highly complex senior management level duties with an entrepreneurial spirit and with effectiveness, speed and accuracy; successfully manage people, major college-wide programs and initiatives; effectively oversee college change efforts, problem-solving, short and long-term planning processes and financial resources; manage personnel resources of a college, including motivating, developing and directing people; communicate effectively both orally and in writing; use personal computers utilizing typical office software applications, including the Internet; work effectively in a participatory governance environment to accomplish the goals and objectives of the college; communicate effectively and constructively with persons of diverse cultures, language groups, and abilities; demonstrate sensitivity to and ability to work with the diverse academic, socioeconomic, cultural and ethnic backgrounds of community college students, faculty, and staff, including those with disabilities; establish and maintain effective working relationships with those contacted in the course of work.

Desirable Qualifications

* Higher education teaching or counseling experience

- Management experience in a community college
- Experience in enrollment management
- Demonstrated commitment to and understanding of diversity for students and employees in an educational environment
- Broad-based experience in curriculum development, course scheduling, program development and evaluation, and building partnerships
- Demonstrated knowledge of accreditation standards, eligibility requirements, and policies
- Experience in student services and demonstrated knowledge of categorical programs

Job Open Date: 06/14/2012

Job Close Date: 07/12/2012

Open Until Filled No

For more information and to apply, visit: <https://www.4cdcareers.net/postings/1230>

Diversity Statement

The Contra Costa Community College District does not discriminate against any applicant for employment on the basis of race, religion, color, national origin, ancestry, physical or mental disability, medical condition, marital status, age, sex, or sexual orientation. This prohibition against unlawful discrimination extends to any person who is perceived to have any of the above characteristics or who is associated with someone who has, or who is perceived to have, any of those characteristics.

About Us

Contra Costa Community College District (CCCCD) is located in Contra Costa County in the beautiful and diverse San Francisco East Bay area. Contra Costa County has approximately one million residents, living within 720 square miles. The county is diverse in business, population, and wealth.

CCCCD first opened its doors in 1949. It is the second oldest and eighth largest multi-college community college district in California. The county population is served by Contra Costa College in San Pablo, Diablo Valley College in Pleasant Hill, Los Medanos College in Pittsburg, in addition to the Brentwood Center, and San Ramon Campus. The District Office located in downtown Martinez, supports the mission and functions of the colleges.

Contra Costa College

Contra Costa College is a dynamic, comprehensive community college with a diverse student population. The institution has served the communities of West Contra Costa County for more than 59 years. Most of the 8,500-plus students who attend the college come from local communities, but many also come from neighboring communities and from countries throughout the world. The college offers certificates and degree programs in 70 areas. It prepares students for immediate employment and for transfer to four-year colleges and universities. Faculty and staff are proud to be affiliated with an institution that has a tradition of excellence and a reputation for educating students to live and work in a diverse global environment.

Diablo Valley College

Diablo Valley College is a large suburban community college, approximately 25 miles east of San Francisco in Contra Costa County. One of three colleges in the Contra Costa Community College District, DVC enrolls approximately 20,000 students, about 40% who come from groups historically underrepresented in higher education. DVC ranks consistently as one of the most successful transfer institutions in California and also offers a wide range of highly respected occupational programs leading to certificates or degrees. The faculty is known for its intellectual vitality and deep commitment to the success of its students.

Los Medanos College

Los Medanos College, opened in 1974, is the newest campus of the Contra Costa Community College District. The college prepares students to excel and succeed economically, socially and intellectually in an innovative, engaging and supportive learning environment. LMC provides quality programs and state-of-the-art facilities to serve the needs of a rapidly-growing and changing East County while enhancing the quality of life of the diverse communities it serves. Los Medanos College is known for its transferable general education program and career technical programs strongly connected with local business and industry. The college serves approximately 10,000 students.

Employee Benefits

Insurance: The District offers health, vision, dental and life insurance for monthly classified employees and managers/supervisors and their eligible dependents. Monthly classified employees and managers/supervisors covered by another health medical plan may waive District coverage and receive a monthly cash stipend.

Retirement: Most employees are members of the PERS (Public Employees Retirement System) with a 2% 55 formula. Faculty employees and Academic Managers are members of the STRS (State Teachers Retirement System). Police Service employers are members of Safety Public Employees Retirement System (2% at 50).

Deferred Compensation: The District offers two optional deferred compensation plans. Eligible employees have a choice of the 457, 403b plans and a selection of savings and investment options.

Leave Allowance: The District offers monthly eligible classified employees and managers/supervisors a generous vacation and sick leave benefits as well as 20 paid holidays annually (which can vary based on length of winter break).

Additional Benefits: The District also offers monthly eligible classified employees and managers/supervisors educational reimbursements, employee assistance programs, a travel assistance plan, longevity compensation, retiree benefits, employee discounts on health memberships and a comprehensive wellness program.

Agency Shop: Local One Classified positions are within a collective bargaining unit. Local One employees are required to join the union or pay an equivalent service fee. This is a one-time initiation fee of \$45.00 and monthly contributions of 1% of gross pay \$1. The United Faculty positions are also within a collective bargaining unit. United Faculty employees are required to join the union or pay an equivalent service fee. The monthly contribution is an agency fee of .55 % of gross pay \$2.50.

For further information regarding benefits eligibility and details please refer to the following documents available on the 4CD website:

Classified Employees Local 1 Contract (Article 20-Benefits): http://www.4cd.edu/hr/local_one/L-1 Contract Extended 2010-2013.pdf

Managers/Supervisors/Confidential Personnel Manual (Section 8-Insurance Benefits):
http://www.4cd.edu/gb/policies_procedures/MANUALS/MS_C_08.pdf

ADA Accommodations

In conformance with the Americans with Disabilities Act, requests for reasonable accommodations may be made to (925) 229-1000 ext. 1298 or slever@4cd.edu. For administrative purposes, requests must be made at the time of application.

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