



Coast Community College District Vice President of Instruction

SALARY	\$15,774.75 - \$20,964.83 Monthly \$189,297.00 - \$251,578.00 Annually	LOCATION	Huntington Beach, CA
JOB TYPE	Administrator	JOB NUMBER	GM-011-24
DIVISION	Golden West College	DEPARTMENT	Instruction
OPENING DATE	03/01/2024	CLOSING DATE	4/21/2024 11:59 PM Pacific

Definition

Application Deadline Extended to 04/21/2024.

About Golden West College

Located in beautiful Huntington Beach, California, Golden West College is a two-year college, serving over 10,500 students on a 122-acre campus. GWC offers over 60 Associate degrees, a strong university transfer program, more than 40 Career and Technical Education certificates, community education, and extensive student support services. Founded in 1966, Golden West College has been widely recognized for its pioneering leadership in designing learning-centered programs and services for its students. Additionally, GWC is an officially designated Hispanic-Serving Institution (HSI) and has an eligibility designation as an Asian American Native American Pacific Islander-Serving Institution (AANAPISI).

D.E.I.A - Diversity, Equity, Inclusion and Accessibility

At Golden West College we are committed to providing high quality education and equitable outcomes through inclusive practices that support and celebrate everyone. We welcome candidates that share our devotion to educating and improving the lives of our representative students, employees, and community populations. Please visit the links below to learn more information about GWC:

- [Mission, Vision and Values](#)
- [GWC Vision 2030 Comprehensive Master Plan](#)
- [GWC Employee-Student Demographics](#)
- [Student Equity and Achievement Program](#)

Summary

Serves as the chief academic officer for the college, providing leadership, direction, and guidance for educational policy and all academic majors and programs, management and development of distinguished faculty and instructional leadership, curriculum development, and accreditation.

Distinguishing Career Features

The Vice President for Instruction has strategic and principle leadership over current and long- term planning and delivery of educational programs, curriculum, and modern instructional practices that enhance teaching and inspire learning. The Vice President reports to the college President and integrates a team of Academic Deans, who in turn, supervise the delivery of instruction and work with other administrators to maximize student learning and engagement. The Vice President will also develop wider relationships with the educational and business community, particularly the public schools and transfer universities within the District. The Vice President will share, along with the other Vice Presidents, a role in the strategic direction of the college, fiscal management and cost control, and adjustment of services to meet the demands of

the student public, community, and commerce.

Essential Duties and Responsibilities

Specific duties may vary among departments, divisions, and jobs. Incumbents typically perform a substantial portion or all of the following types of duties, as assigned:

1. Provides leadership that develops and supports high performing academic leadership and instructional teams. Directs and participates in planning, design, administration, and improvement of college-level programs that optimize student academic achievement.
2. Develops and implements clear, collaborative, and inclusive decision-making processes ensuring integration of instructional programs and support. Establishes standards and provides leadership and performance management of administrators and faculty.
3. Plans, organizes, controls, and directs the operations of the Instructional Division. Directs and consults with Academic Deans, Academic Senate and directors on curriculum, scheduling, faculty, and other instructional matters, and material and infrastructure needs.
4. Maintains a strong collaborative working relationship with the Academic Senate and all other faculty-controlled segments of the college while recognizing the Academic Senate's 10+1 and leadership in all academic and professional matters.
5. Advises and makes recommendations to the President regarding academic opportunities and issues including curriculum, instruction, faculty, support staff, budgets, college-wide planning and implementation, and accreditation in collaboration with the Academic Senate as applicable.
6. Serves as liaison between the college, outside college and university representatives, industries where outgoing students will work, and other outside organizations linked to student education and services.
7. Establishes standards and supervises and evaluates the performance of leadership, faculty, and supporting personnel.
8. Directs and provides internal and external advocacy for educational divisions, majors, and certificates. Consults with peers and academic leadership on forecasting, developing, implementing, and reviewing programs.
9. Establishes a format for deans and directors to collaborate on the design of research-based instructional reviews. Consults with deans and faculty on data-informed methods for enhancing student achievement.
10. Directs and participates with institutional research to explore, implement and evaluate state-of-the-art and 'best' practices for delivering instruction and engaging students.
11. Directs and develops partnerships with educational and community organizations to support, complement, and expand college programs. Establishes networks to exchange information, resolve challenges, and coordinate programs.
12. Directs the preparation and maintenance of a variety of narrative and statistical records and files to support internal and externally mandated reports related to academic programs and performance, projects, compliance, services, systems, and personnel.
13. Reviews and approves items submitted by the academic functional areas ultimately for presentation to the Board. Directs research, assembly, and compiling of supporting information related to Board items.
14. Maintains up-to-date knowledge of laws, codes, regulations, and pending legislation related to the operations and activities of an assigned area. Modifies programs, functions, and procedures, to ensure compliance with local, state, and federal requirements.
15. Communicates with other administrators, personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information.
16. Develops and prepares the annual preliminary budget for the Instructional division. Analyzes and reviews budgetary and financial data. Controls and authorizes expenditures in compliance with college rules and established cost limitations.
17. Performs other related duties as assigned that support the objective of the position.
18. Required to abide by all District policies and procedures including Board Policy 3050 – Code of Professional Ethics.

Qualifications and Physical Demands

Knowledge and Skills

1. Requires advanced professional knowledge of theories, concepts, principles, and practices in collegiate instruction, curriculum, learning, and education administration.

2. Requires mastery of the theories, procedures, methods, and requirements for designing, implementing, and integrating curriculum theory and action plans that accomplish educational goals.
3. Requires in-depth knowledge of national, state, and regional trends and 'best' practices in the pedagogy of instruction, and the design, development, and implementation of student learning outcomes (SLO).
4. Requires in-depth knowledge of the most recent research and proven best practices in closing achievement gaps and retention issues around targeted student populations.
5. Requires well-developed skills to use a computer, common office productivity applications, and specialized software used in education and research environments.
6. Requires knowledge of budget and financial controls and well-developed skills to understand financial statements, statistics, and non-parametric data relationships.
7. Requires advanced human relations skills sufficient to conduct formal presentations to large and diverse audiences, to facilitate executive and management-level group action planning, external relations, conflict resolution, performance appraisal, and facilitate peer-level in-service education.
8. Requires advanced English language and writing skills to develop complex business plans, goals and objectives, reports, and make formal presentations.

Abilities

1. It requires the ability to perform the essential responsibilities and functions of the position.
2. Requires the ability to plan, prioritize, and assign work in order to meet yearly plans, academic calendars, schedules, and timelines.
3. Requires the ability to learn and apply pertinent legislation, regulations, and college/ District requirements and expectations for performance.
4. Requires the ability to lead and work with continuous improvement initiatives for enhancing overall student retention and achievement outcomes.
5. Requires the ability to write complex reports and program materials.
6. Requires the ability to solve complex problems where trade-offs and risks are involved, confrontations exist, and the status of faculty and students can be impacted.
7. Requires the ability to manage staff toward measured performance outcomes.
8. It requires the ability to interact on both a formal and informal basis with a wide range of contacts within and outside of the college setting.
9. Requires the ability to work cooperatively and productively with internal and external constituencies.
10. Requires the ability to advocate for shared governance, collegiality, staff cohesiveness, and for the core values of the institution.

Physical Abilities

- The general physical demands, working conditions, and essential job functions associated with this classification will be kept on file with the Office of Human Resources.
- Essential functions will vary by position.
- As defined by Title I of the Americans with Disabilities Act ("ADA") and California's Fair Employment and Housing Act ("FEHA"), the District shall engage in a timely, good-faith interactive process with employees or employment applicants who are requesting or are in need of reasonable accommodations and, provide reasonable accommodations for employees or employment applicants who, because of their disability, are limited in or unable to perform one or more of the essential functions of their job in accordance with applicable state and federal law.

Licenses and Certificates

May require a valid driver's license.

Working Conditions

Work is performed indoors where minimal safety considerations exist.

Minimum Qualifications: Education, Experience, D.E.I.A

The position requires a Master's degree from an accredited university with major coursework in education or academic subject and eight years of progressive experience, five of which will be in college-based and/or district leadership capacities. Or, any combination of education and experience which would provide the required equivalent qualifications for this position. An application of equivalency is required. A Ph.D. or Ed.D. is preferred and may substitute for some experience.

AND

Demonstrated evidence of responsiveness to and understanding of the racial, ethnic, disability, gender identity, sexual orientation, socioeconomic, academic, and cultural diversity within the community college student population, including students with different ability statuses (e.g., physical and/or learning) as these factors relate to the need for equity-minded practice within the classroom and campus.

Preferred Qualifications

1. An Experienced and Thoughtful Leader

- A leader who supports, respects, empowers and encourages the contributions of all students, faculty, staff and management.
- A proven higher education administrator and manager who values equity and openness, and whose management style reflects those principles.
- An experienced higher education administrator with demonstrated ability to balance hands-on management and delegation responsibilities, while staying actively involved in all areas of responsibility.
- An innovative thinker who demonstrates flexibility and creativity in problem solving.

2. A Strong Communicator

- An experienced higher education administrator who has demonstrated effective communication skills with students, faculty, staff, and managers.
- An individual who is approachable, inclusive, and visible on campus and in the community.
- A team builder who demonstrates strong employee relations and encourages professional development for faculty, staff, and managers.
- An effective communicator who listens openly and carefully.

3. A Student-Centered Approach

- An educator with a minimum of two years of full-time college-level teaching experience who understands the student and faculty perspective and fosters an atmosphere that supports campus efforts that help students achieve their academic and personal goals.
- A strong advocate and champion for student success who will defend their convictions at all levels of the campus structure.
- A manager with a demonstrated commitment to maintaining a fiscal balance between the needs of instruction and student services.

4. Understanding of the role of Academic Senate and its subcommittees

- An educator with curriculum experience and a demonstrated ability to consult with the curriculum committee to implement efficient and timely curriculum approval processes.
- A demonstrated understanding of current and ongoing state mandates in regard to curriculum changes.
- An educator with a demonstrated understanding of the importance of consulting with Distance Education stakeholders to implement best practices and training of all faculty for distance education courses/programs.

Conditions of Employment

This is a contract, full-time, 12-month, Educational Administrator position. The work schedule is Monday through Friday from 8 a.m. to 5 p.m. Flexible schedule and weekends might be necessary to address the needs of programs and job duties. In addition, an annual stipend of \$3,000 is offered for possession of an earned doctorate from an accredited institution. The anticipated start date for this position is between late May and early June. The effective date of employment will be arranged with the supervisor.

Note: Applicants must be authorized to work for ANY employer in the U.S. We are unable to sponsor or take over sponsorship of an employment Visa at this time.

ATTENTION: Before applying, please be sure to review the Coast Colleges District Board Policy regarding Nepotism (BP 7310) ([Download PDF reader](#)) (Download PDF reader) to check if your application may be impacted. If you have any questions, please contact HR Recruitment at 714-438-4714 or 714-438-4716.

Application Requirements

To be considered for employment you must submit a complete application packet at <http://www.cccd.edu/employment> by the application deadline: **11:59PM Sunday, April 21st, 2024.**

Incomplete applications, application materials submitted by mail and documents not requested in the job announcement will not be considered. Please note that the district does not return materials submitted in the application process (copies of original supporting documents are acceptable).

A complete application packet includes:

1. A complete **Coast Community College District Online Employment Application.**
2. A **Current Resume** of professional and educational background and experience.
3. A **Cover Letter** detailing your experience related to the role.
4. Responses to **Supplemental Questions** (Please provide clear and detailed responses, as they will be carefully evaluated to determine the most qualified candidate(s) to be invited for an interview; please do not paste your resume, put "see resume" or "N/A", or leave blank).
5. *Equivalency Request Form* and supporting documentation, if applicable. (uploaded as separate attachments - PDF recommended)

How to determine if you need Equivalency?

Candidates who **do not** meet the minimum requirements as stated in the job posting, but feel they have a combination of education and experience that would be equivalent to the state minimum qualifications, **must attach a completed Application for Equivalency Form** (which can be downloaded at www.cccd.edu/employment) to their online application, along with supporting documents.

Individuals who need reasonable accommodations in accordance with ADA should notify the Human Resources Office for assistance by emailing jobs@ccd.edu or by calling 714.438.4716.

Pay Philosophy

Coast Community College District, through policies, practices, and other benefit programs, delivers a fair and equitable total compensation program that promotes equal employment opportunity, inclusion, and workforce vitality. In general, it is the policy of the district to place new employees at the first step of the salary grade. All movement on the salary schedule will occur July 1 of each year. ([Download PDF reader](#)) ([Salary Range DG-14](#))

Benefits

This position is eligible for the following benefits. Please visit the benefits tab above for additional information.

- Generous medical, dental, vision and life insurance plans for employees and dependents
- 21 paid holidays
- Cumulative sick leave
- Paid vacation
- Longevity salary programs
- PERS/STRS retirement plans
- Deferred compensation/457 plans
- Employee Assistance Program

Employment Information

- Regular attendance is considered an essential job function; the inability to meet attendance requirements may preclude the employee from retaining employment.
- The person holding this position is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in Coast Community College District policies, procedures, and Title IX. (Reference: BP/AP 5910)
- The Coast Community College District celebrates all forms of diversity and is deeply committed to fostering an inclusive environment within which students, staff, administrators, and faculty thrive. Individuals interested in advancing the District's strategic diversity goals are strongly encouraged to apply. Reasonable accommodations will be provided for qualified applicants with disabilities who self-disclose.

The **SELECTED CANDIDATE** is required to complete the following prior to employment:

- Provide a Certificate of Tuberculosis Exam for initial appointment (Note: The certificate must be renewed every 4 years as a condition of continuing employment).
- Have fingerprints taken by a Live Scan computer at the candidate's expense (Clearance must be received prior to the first day of employment).
- Present original documents for proof of eligibility to work in the United States including a Social Security Card; AND
- Participate in a new hire onboarding appointment with an Employment Services Representative.

Additional Information

Coast Community College District is an Equal Opportunity Employer

The Coast Community College District is committed to employing qualified administrators/managers, faculty, and staff members who are dedicated to student learning and success. The Board recognizes that diversity in the academic environment fosters awareness, promotes mutual understanding and respect, and provides suitable role models for all students. We are committed to hiring and staff development processes that support the goals of equal opportunity and diversity, and equal consideration for all qualified candidates. The District does not discriminate unlawfully in providing educational or employment opportunities to any person on the basis of race, color, sex, gender identity, gender expression, religion, age, national origin, ancestry, sexual orientation, marital status, medical condition, physical or mental disability, military or veteran status, or genetic information. The Coast Community College District is a multi-college district that includes Coastline, Community College, Golden West College, and Orange Coast College.

Coast Community College District Title IX: <https://prod.cccd.edu/employees/hr/title9/index.html>

This direct link [2022 Coast Community College District Annual Security and Fire Safety Report \(Download PDF reader\)](#) is the 2022 Annual Security and Fire Safety Report for Coast Colleges. The crime statistics for calendar years 2018 - 2021 were submitted to the U.S. Department of Education as required under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. A hard copy can be provided from one of the Campus Safety Offices. Please contact any of the Campus Safety Offices for any questions regarding the report.

Agency

Coast Community College District

Address

1370 Adams Avenue

Costa Mesa, California, 92626

Phone

714-438-4668

714-438-4714

Website

<http://www.cccd.edu>

Vice President of Instruction Supplemental Questionnaire

*QUESTION 1

Golden West College is committed to fostering a culture of inclusive excellence by uplifting employees and students through an environment that is equitable, diverse, inclusive, and accessible. When responding to the questions below, please provide clear examples with successful outcomes, offer instances where you applied job skills to enhance diversity, equity, and inclusion, as well as your input towards advancing the overall culture at your former workplace. Please confirm Yes to acknowledge that you have read and understand these guidelines.

☐ Yes

☐ No

*QUESTION 2

Tell us about your experience working in a shared governance environment. (Academic Senate, Classified Senate, Student groups, Collective Bargaining Units, Management, etc.)

*QUESTION 3

Describe your experience working with administration and faculty to promote equity in instruction, curriculum, and pedagogy.

*QUESTION 4

How has your experience in Instruction, as a faculty member, department chair, and/or dean, informed or guided your approach to leadership? Provide a specific example.

*QUESTION 5

Describe your experience working with administration, faculty, and classified staff regarding the implementation of curriculum impacted by state legislation.

*QUESTION 6

Are you applying for equivalency? (A completed Application for Equivalency Form with supporting documentation **MUST BE ATTACHED** if you do not possess the minimum qualifications for this discipline as listed in the job posting. The Equivalency Application Form can be downloaded at <https://www.cccd.edu/employment/index.html>.)

☐ No.

☐ Yes, I have ATTACHED my completed Application for Equivalency Form.

☐ No, I have been granted EQ with CCCD.

*QUESTION 7

I understand that a **COMPLETE** application packet is required for consideration, which includes the following: 1. A complete Coast Community College District Online Employment Application. 2. Clear and detailed responses to supplemental questions (responses will be carefully evaluated to determine the most qualified candidate(s) to be invited for an interview; please do not paste your resume, or put "see resume", or "N/A" or leave blank) 3. Cover letter addressing the minimum and preferred qualifications of the position. 4. A current resume or curriculum vitae. 5. Application for Equivalency, if applicable. (Please go to <https://www.cccd.edu/employment/index.html> to obtain the form)

☐ Yes

☐ No

* Required Question