

Vice President, Instruction (Full-Time, Academic
Administrator) Reedley College
State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=250935>

Downloaded On: Jan. 5, 2025 2:00am

Posted Dec. 27, 2024, set to expire Feb. 25, 2025

Job Title	Vice President, Instruction (Full-Time, Academic Administrator) Reedley College
Department	
Institution	State Center Community College District Reedley, California
Date Posted	Dec. 27, 2024
Application Deadline	02/25/2025
Position Start Date	Available immediately
Job Categories	Vice-(President/Provost/Chancellor)
Academic Field(s)	Administration - Academic Unit
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Job Description

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Vice President, Instruction (Full-Time, Academic Administrator) Reedley College

State Center Community College District

Closing Date: 2/25/2025 at 11:55 PM

Campus Location: Reedley College

Start Date: 12/20/2024

Essential Functions:

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General Purpose

Under policy direction of the College President, serves as a member of the President's Cabinet/Council and plans, organizes, directs and integrates all instructional and academic matters at the assigned college; provides leadership for the advancement of effective instructional programming including class scheduling, program development, and Guided Pathways; ensures instructional programs align with the college's strategic goals and financial plan; provides expert professional assistance to the College President and other college and District management in areas of assigned responsibility; through academic Deans, directs and coordinates instructional functions including faculty hiring, curriculum development/maintenance/cataloging, assessment of student learning outcomes to improve student learning and the accreditation process; ensures programs comply with District/college policies/procedures and all state and federal regulations/requirements; and performs related duties as assigned.

Distinguished Characteristics

Vice President, Instruction is the college's Chief Instructional Officer and is distinguished from other Vice Presidents by its responsibility for providing leadership and vision for college-wide academic programs with a focus on equity, access and student success. Accountabilities are broad in scope and require a high degree of administrative discretion.

Essential Duties and Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

1. Plans, organizes, directs, controls, integrates and evaluates work of the Office of Instruction; with employees, develops, implements and monitors work plans to achieve goals and objectives; contributes to the development of and monitors performance against the annual instructional and college budget from various funding sources; manages and directs the development, implementation and evaluation of plans, work processes, systems and procedures to achieve annual goals, objectives and work standards.
2. Participates in the selection and onboarding of full- and part-time faculty, in coordination with their divisions/departments, selection advisory committees, and the Human Resources Department; oversees faculty teaching assignments and ensures contracted requirements for teaching loads; directs the scheduling of class offerings and classroom allocations; ensures the development and maintenance of assessment plans to measure instructional courses for student learning outcomes and adherence to accreditation standards to improve student learning; in collaboration with faculty, directs or conducts curriculum review,

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evaluation and planning to ensure the currency and relevance of college curricula in meeting student needs; ensures students are able to complete programs and meet degree and/or transfer requirements in a timely manner; assists managers and faculty with program accreditation requirements; works to promote a collegial environment within the Office of Instruction; mediates the adjudication of dean, director, faculty, staff, student and community conflict resolution and grievance processes.

3. Directs and manages the performance of assigned employees; establishes performance requirements and personal development targets for direct reports; regularly monitors performance and provides coaching for performance improvement and development including timely evaluations; ensures accurate reporting of absence time; hears and acts on grievances; subject to concurrence by the College President and Human Resources, approves or takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with Board Policies, Administrative Regulations, Human Resources procedures, Personnel Commission Rules, and collective bargaining agreements.
4. Provides day-to-day leadership and works with employees to ensure a high-performance, service-oriented work environment that supports achievement of the college's and the District's mission, objectives and values; promotes workplace diversity, inclusion, cultural competency and a positive work environment.
5. Works closely with Guided Pathways and Equity Committees to advance the State Chancellor's Vision for Success; works with K-12, college, and university partners in the development of career and/or transfer pathways.
6. Provides administrative support and guidance to the College President and participates in developing and implementing college-wide strategic plans, goals, objectives, policies and priorities; participates actively in the life of the college, the District, and participatory governance processes and initiatives by serving or leading college and District-wide committees, workgroups, task forces, and councils; leads and directs employees in the development and application of new programs and initiatives to achieve student achievement and higher efficiency, productivity and customer services in work processes.
7. Through Deans, directors and employees, provides management oversight of multiple instructional divisions and educational programs/services; ensures instruction meets student needs in the college's service area in an equitable and fiscally sound manner; works to develop/maintain professional settings that promote creative and productive work environments for faculty and effective learning environments for students; establishes project timelines, reviews progress on goals and plans and develops and reviews policies and procedures; leads and coordinates efforts to integrate instruction and student services to improve access and student success.

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8. With the College President and other executives, directs and implement initiatives to maintain the college's accreditation, as well as accreditation of specialized college courses and programs; initiates research to gauge the educational needs of the community served and utilizes results to produce instructional programs that respond to those community needs.
9. Provides executive oversight of co-curricular programs, including intercollegiate athletics; promotes the integration of athletics into the college's broader educational mission.
10. Works with other vice presidents and deans/directors to ensure compliance with all applicable federal, state and local laws, rules and regulations including the California Education code, Title V and Title IX, applicable program policies, procedures, guidelines and reporting requirements; and remains current on applicable legislative decisions and developments.
11. Collaborates with other college and District vice presidents, deans, directors and managers on developing, implementing and integrating District/college policies, procedures, and operational guidelines into college operations and on resolving unusual and complex business problems.
12. Represents the District/college and participates in state and national program training and development and professional group meetings; makes presentations to various groups within the District, other educational institutions, community organizations and governmental agencies
13. Serves as a strategic advisor to the College President and may act for that individual in their absence.

Other Duties

1. Participates in planning for construction of new buildings and campus/education center expansion.
2. Demonstrates sensitivity to and understanding of historically minoritized groups and participates in professional development activities to increase cultural competency to enhance equity-minded practices within the District.
3. Performs related duties as assigned.

Minimum Qualifications:

Education and Experience

Must have evidence of responsiveness to and understanding of the diverse academic, socioeconomic,

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cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, as these factors relate to the need for equity-minded practices.

A master's degree from an accredited college or university in a relevant field of study, and seven years of increasingly responsible experience as an academic administrator or in a faculty leadership role, at least two years of which years were in a management capacity involving oversight of instructional programs, preferably in a California community college.

Licenses, Certificates and Other Requirements

A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program.

Desirable Qualifications:

Experience and skill with addressing issues of equity; recent experience working with African American, Latinx, Native American, and other racially minoritized students and an understanding of how historical patterns of exclusions of these groups in higher education shape patterns of participation and outcomes; willingness to examine and remediate one's relational practices to more effectively engage and support racially minoritized students; and a commitment to participatory governance, consensus building, and team approach to management.

Knowledge, Skills and Abilities

Knowledge of:

1. Advanced principles, practices, methods and techniques of program planning/evaluation, administrative and organizational analysis and management as applicable to the educational instruction of students in a community college.
2. Current trends in curriculum development, methods of instruction and educational technologies.
3. Initiatives and programs to improve student equity, student persistence and completion rates including Guided Pathways.
4. Applicable federal, state and local laws, rules and regulations, including those involving Title V, California Education Code, Family Educational Rights/Privacy Act, California regulatory agencies, accreditation and the Americans with Disabilities Act.
5. Advanced knowledge of the Accrediting Commission for Community and Junior Colleges (ACCJC) accreditation process, including the eligibility requirements, accreditation standards and commission policies.
6. Regional, District and community resources including governmental, community and social service organizations and their functions as applicable to assigned responsibilities.

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7. Principles and practices of instructional program development and administration including methods of instruction and the application and use of educational technologies.
8. Research methods and analysis techniques.
9. Principles and practices of strategic and program planning.
10. Principles, practices and methods of categorical and grant budget development, management, tracking, monitoring, and reporting; principles and practices of generally accepted accounting and auditing procedures related to federal and state-funded grant programs and other funding sources.
11. Advanced principles, practices, methods and concepts used in public agency contracting and contract administration.
12. Principles and practices of sound business communication including proper English usage, grammar, spelling, and punctuation.
13. Safety policies and safe work practices applicable to the work being performed, including those required in crisis or threat situations.
14. District/college practices and procedures for purchasing and maintaining public records.
15. Basic principles and practices of organizational improvement and culture change.
16. Principles and practices of effective leadership, management and supervision.
17. Board Policies, Administrative Regulations, Human Resources procedures, Personnel Commission Rules, and collective bargaining agreements.
18. Community college and its missions and goals.

Skills and Abilities to:

1. Understand the importance of holding oneself accountable as educators for closing equity gaps and engaging in equitable practices.
2. Reframe inequities as a problem of practice and view the elimination of inequities as an individual and collective responsibility.
3. Encourage positive race-consciousness and embrace human difference.
4. Reflect on institutional and teaching practices and aim to create a culturally responsive teaching environment.
5. Strategically build buy-in and participation among colleagues for equity-related initiatives.
6. Effectively engage and support historically minoritized groups by addressing issues of equity and improving culturally responsive service-oriented practices.
7. Develop and maintain an inclusive work environment that fosters diversity, respect and engagement.
8. Plan, organize, direct, and evaluate the activities of the college's Office of Instruction.
9. Ensure compliance requirements are met and the interests of the college and its students are

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protected.

10. Develop systems and procedures to conduct program reviews and assess student learning outcomes.
11. Use sound judgement in disciplinary actions within scope of authority.
12. Respond appropriately to student and campus emergency and threat situations.
13. Adopt and manage evolving technologies in education.
14. Evaluate the educational needs of the communities served by the college.
15. Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
16. Analyze, utilize critical thinking and make sound recommendations on complex instructional, co-curricular and administrative issues.
17. Work collaboratively with college and District executives and managers and provide expert advice and counsel in developing solutions to complex issues.
18. Plan, direct and support the achievement of instructional goals, campus-wide needs and the healthy functioning of governance, management and other systems.
19. Understand, interpret, explain and apply applicable laws, codes and ordinances.
20. Organize, set priorities and exercise expert, independent judgment within areas of responsibility.
21. Develop and implement appropriate procedures and controls.
22. Communicate effectively, both orally and in writing, and practice active listening.
23. Prepare and present comprehensive reports, studies, proposals and recommendations for diverse audiences.
24. Use tact and diplomacy in dealing with sensitive and complex issues, situations and concerned people.
25. Establish and maintain effective working relationships with all those encountered in the course of work.
26. Contribute to institutional vitality and growth.

Conditions of Employment:

219 duty days and 24 vacation days for a total of 243 days. Duty days will be prorated based upon start of assignment.

Salary and Benefits:

Starting salary is \$187,902 - \$211,485 based on education and experience. *Duty days will be prorated based upon start of assignment.* A doctoral stipend of \$2,419 is available. In addition, the District offers an attractive fringe benefit package including medical, dental, and vision coverage for the employee and dependents, and life insurance for employees. Employees are also members of the California

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State Teachers' Retirement System (CalSTRS).

Selection Procedure:

Applications will initially be screened by Human Resources to determine which applicants meet the minimum qualifications as stated in the job announcement.

From the applicants who meet the minimum qualifications and who have submitted all the required documents, a search advisory committee will screen the application packets and determine the candidates who are best qualified based on the minimum qualifications and desirable qualifications. Those candidates will be invited to interview.

The selection committee will rate responses to the interview questions and writing prompt (if applicable). Based on this rating, a small number of applicants will be selected as the "recommended candidates". These candidates will be forwarded to the Vice President and College President for final interviews.

A hiring recommendation will be made by the College President and forwarded to the Board of Trustees of State Center Community College District for final approval.

State Center Community College District is an equal opportunity employer committed to fostering innovation and inclusivity. We respond proactively to the diverse needs of the community and welcome individuals excited to join our District's purpose to support student success both locally and globally. United, we the faculty, classified professionals and administrators pledge to treat all applicants and employees fairly and equitably.

[SCCCD EEO Plan](#)

For more information, contact the Academic Human Resources Office, 1171 Fulton St, Fresno, CA 93721, (559) 243-7100. For more information on Reedley College or State Center Community College District, visit our website at www.sccd.edu. **Please refer to position number RVPIN-VP (Slot #1153).**

Submission of application and related materials is the applicant's responsibility and must be submitted through the District's online applicant portal. The District reserves the right to re-advertise or to delay indefinitely the filling of a position if it is deemed that the applicants for the position do not constitute an adequate applicant pool or if funding is not available. All application materials are subject to verification. False statements may be cause for disqualification or discharge from employment.

Additional Information:

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This is an academic management position, exempt from overtime provisions of the Fair Labor Standards Act, with responsibility for formulation and implementation of district policies, regulations, budget decisions, and supervision of personnel including assignment of work, evaluation of performance, adjusting grievances, recommending hiring, transfer, suspension, layoff, recall, promotion, and termination. **Physical and Mental Demands**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this assignment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this assignment, the employee is regularly required to sit; talk and hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. The employee is frequently required to walk, stand and lift up to 10 pounds, and occasionally up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands:

While performing the duties of this assignment, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple concurrent tasks with intensive deadlines and frequent interruptions; and interact with District/college managers, faculty, staff, students, the public, and others encountered in the course of work.

Working Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this assignment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions subject to frequent public contact and interruption and intermittent exposure to individuals acting in a disagreeable fashion. The climate, temperature, noise level and overall environment will vary according to specific circumstances. The employee may be required to travel to locations other than assigned worksite and to adjust to work schedule changes. This is an academic management position exempt from overtime provisions of the Fair Labor Standards Act.

At ReedleyCollege we value the ability to serve students from a broad range of cultural heritages,

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socioeconomic backgrounds, genders, abilities and orientations. We prioritize applicants who demonstrate they understand the benefits a diverse student population brings to a community college and the workforce community. The successful academic manager will be an equity-minded individual committed to student success by collaborating with faculty, classified staff, administration, students and community partners who are also dedicated to closing equity gaps. An equity-minded individual is a person who:

1. Understands the importance of holding ourselves accountable as educators for closing equity gaps and engaging in equitable practices;
2. Reframes inequities as a problem of practice and views the elimination of inequities as an individual and collective responsibility;
3. Encourages positive race-consciousness and embraces human difference;
4. Reflects on institutional and teaching practices and aims to create a culturally responsive teaching environment; and
5. Strategically builds buy-in and participation among colleagues for equity-related initiatives.

Reedley College seeks academic managers who value mentorship and working in a collegial, collaborative environment, guided by a commitment to helping all students achieve their educational goals. The college strongly encourages collaboration across all departments and divisions to create inclusive, integrated, and interdisciplinary learning experiences. Academic managers should be open and willing to participate in culturally relevant professional development that will help them prepare for the population of students who attend Reedley College. Additionally, the college desires academic managers to utilize a framework of practices that is grounded in change theory and cognitive science.

The ideal candidate will share Reedley College's commitment to educating its racially and socioeconomically diverse student population. For the 2023-2024 academic year, we enrolled over 15,000 students in which 74% identify as Latinx, 6% as Asian/Pacific Islander, 2% as Black/African American, 15% as White, 1% as American Indian/Alaska Native, and 2% as multiracial. Reedley College is a Hispanic-Serving Institution, reflecting the great responsibility that the College has to the educational attainment and economic well-being of the surrounding community. The successful candidate will join a college dedicated to the students it serves.

State Center Community College District (SCCCD) provides students with a rich and dynamic learning experience that embraces differences - emphasizing collaboration and engaging students in and out of the classroom, encouraging them to realize their goals, and to become global citizens and socially responsible leaders. When you join our team at SCCC, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social

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justice that requires broad collaboration among faculty, classified staff, administration, students and community partners.

About the College

Reedley College is located in the Central San Joaquin Valley of California in the city of Reedley, which has a population of approximately 25,000. Known as "The World's Fruit Basket," Reedley is in one of the richest agricultural regions of the world. Reedley College was established in May 1926 as Reedley Junior College. Reedley College is located on the historic T.L. Reed Ranch, bordering the Kings River which spans over 420 acres, including a 300-acre farm. Over its nearly 100 years of service to California's Central San Joaquin Valley, Reedley College has been an essential component of higher education offering over 67 programs and degrees taught by approximately 180 full-time faculty and 400 part-time faculty. Some of the programs offered at Reedley College includes an Agriculture, that regularly receives awards for their excellence in teaching, Aviation Maintenance and Flight Sciences, Natural Resources, Forestry and Wildland Fire Fighting, and STEM, including engineering. In addition, the college is also one of 11 community colleges in California to offer students on-campus housing.

[Work for Us! Reedley College](#)

Reedley College's Guided Pathway framework strongly encourages collaboration across disciplines to create inclusive, integrated, and interdisciplinary learning experiences. Reedley College administrators are expected to be knowledgeable about, and willing to support success teams that interact directly with students in their career pathways. Administrators must also be open and willing to participate in culturally relevant professional development that will facilitate their work with the population of students who attend Reedley College

Reedley College has embraced Guided Pathways with the college's goal in mind, "We motivate and inspire students to succeed". The project is designed to significantly increase the number of students who earn a certificate or degree at a California Community College.

Mission

To cultivate opportunities that empower our students communities through engaging, equity-minded programs and services.

Vision

Providing equitable educational opportunities that transform our students and communities.

Values



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To carry out our bold vision, we at Reedley College value:

Equity, Access, and Inclusion:our success depends on every member of our campus community achieving their educational goals

A Focus on Students:our practices, priorities, and policies are created, implemented, and reviewed with a relentless student-first approach

Educational Excellence:the instruction, student services, and experience we provide to each student consistently exceed expectations

Innovation:our words and action are always consistent with our mission

Stewardship:our decisions are made in the context of their financial, social, and environmental impacts on our campus, our region and the world

[RC College Planning Site](#)

To be considered for this position please visit our web site and apply on line at the following link: www.sccd.edu

EOE

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

State Center Community College District

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