

Vice President of Academic Services Chief Instructional
Officer (CIO)
Copper Mountain College

Direct Link: <https://www.AcademicKeys.com/r?job=250951>

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

Job Title	Vice President of Academic Services Chief Instructional Officer (CIO)
Department	Academic Services
Institution	Copper Mountain College Joshua Tree, California
Date Posted	Dec. 27, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Vice-(President/Provost/Chancellor)
Academic Field(s)	Administration - Undergraduate Education
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Job Description

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Vice President of Academic Services Chief Instructional Officer (CIO)

Salary: \$129,662.76 - \$193,356.04 Annually

Job Type: Full-Time

Department: Academic Services

Closing:

Location: Joshua Tree, CA

Job Number: 2024-11-19-VPAS

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Position Description

Under the direction of the Superintendent/President, serve as the Chief Instructional Officer, and a member of the senior management staff. Lead campus-wide efforts in promoting, educating, and supporting an equity-minded institution, and embedding inclusive, culturally competent practices into the fabric of the institution. Assist with development and oversight of District policies and procedures related to instruction and Academic Services. In addition, responsible for leading instructional enrollment management strategies and priorities; overseeing schedule and catalog development; faculty and staff selection, development and evaluation; leadership in the improvement of teaching and learning; and successful participation in a collaborative, data-informed, decision-making process.

****In order for your application to be considered, you must attach the required attachments listed below****

Duties and Responsibilities

The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Analyze, interpret, and explain complex federal, state and local laws, rules, regulations, and policies. Apply policies through educating, informing and training appropriate personnel.
- Plan, organize, oversee and evaluate the college's instructional program and learning resources.
- Ensure that the college's curriculum and instructional program comply with all relevant federal, state and local regulations.
- Establish goals for Academic Services in consultation with the President and the faculty, utilizing a participatory governance model.
- Lead faculty and the Deans of Instruction in developing and prioritizing annual budget recommendations and administer the annual Academic Services budget.
- Coordinate and promote cooperative and strategic short- and long-term planning efforts among departments of the District insuring alignment with the college mission, strategic initiatives, institutional goals, and educational plans.
- Develop, recommend and administer policies and procedures for Academic Services.
- Supervise and participate in the selection and evaluation of faculty and staff.
- Demonstrate a commitment to shared governance and provide the leadership necessary to ensure its success.
- Work closely with the Vice President of Student Services to promote innovation, communication,

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and collaboration between Instruction and Student Services.

- Participate in internal and external college initiatives as assigned.
- Participate in the collection and preparation and timely reporting of instructional and student data reports required by the District, the Chancellor's Office, ACCJC, and other agencies.
- Provide leadership in the improvement of teaching and learning.
- Communicate the vision, mission, goals and objective to the various constituencies of the college.
- Participate in the District's accreditation reporting and processes.
- Provide leadership in envisioning new programs to meet student and community needs.
- Direct the development of the College Catalog and coordinate catalog contributors to ensure accurate and timely updates.
- Supervise, evaluate, and provide direction and leadership for personnel, including the Deans of Instruction, and other direct reports. Participate in the selection of employees.
- Adjudicate student appeals and grievances within areas of responsibility.
- Liaison with community agencies, schools, special programs and interest groups affecting instructional programs and services offered to CMC students.
- Work collaboratively with faculty and classified union leadership in bargaining, grievance resolution, and other related areas.
- Serve on various college committees including the Curriculum Committee, Academic Calendar Committee, Technology and Communications Committee, Student Success Planning Committee and others as assigned. Participate in professional organizations as appropriate to assignment.
- Perform other duties as assigned by the Superintendent/President.

Qualifications

Education and Experience:

Minimum:

- Master's Degree from an accredited college.
- Two full-time years of teaching experience, preferably at the community college level.
- One year of responsible administrative or leadership experience at the community college level in one or more instructional programs, or the equivalent.
- Demonstrated evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic background and ability of community college students.

Desirable:

- At least 5 years of full-time experience at a California Community College.

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- Experience in a collective bargaining environment.
- Ability to initiate, develop, implement and evaluate new policies, concepts and procedures.
- Knowledge of department budget development and administration.
- Familiarization with or ability to acquire knowledge of California Education Code sections relating to community college instructional programs, admissions and records, and other student services programs.
- Experience in curriculum and program development.
- Familiar with educational technology and on-line teaching delivery.
- Understanding of community college educational mission.
- Experience in class scheduling and understanding of enrollment management.
- Experience in evaluating instructional programs and personnel.

Supplemental Information

Required Attachments:

In order for your application to be considered you must attach:

1. A current and complete resume or CV highlighting educational, professional, and applicable experiences.
2. College transcripts from an accredited college or university if education is a requirement of the position (student copies are acceptable for application purposes but official transcripts will be required if hired).
3. A cover letter.

Tentative Timeline:

First consideration will be given to candidates who apply by **January 7, 2025**. Applications will be accepted until the job posting is removed.

Applications will be reviewed in the order in which they are received. Based on the number of applications received, this posting may close without notice.

*All dates are subject to change based on availability

EQUAL OPPORTUNITY STATEMENT:

Copper Mountain College is committed to Equal Employment Opportunity for all persons and to



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provide educational and employment opportunities free from discrimination on the basis of ethnic group identification, gender identification, national origin, religion, age, veteran status, sex, race, color, ancestry, sexual orientation, or physical or mental disabilities, and other physical or verbal conduct. Inquiries regarding compliance and/or grievance procedures may be directed to the School District's Title IX Officer and/or Section 504/ADA Coordinator.

To apply, please visit <https://www.schooljobs.com/careers/cmccd/jobs/4735692/vice-president-of-academic-services-chief-instructional-officer-cio>

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Contact Information

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

Contact

Academic Services
Copper Mountain College

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