

Vice President of Instruction - Spokane Community  
College  
Community Colleges of Spokane

Direct Link: <https://www.AcademicKeys.com/r?job=252513>

Downloaded On: Feb. 5, 2025 5:54pm

Posted Jan. 31, 2025, set to expire Feb. 25, 2025

<b>Job Title</b>	Vice President of Instruction - Spokane Community College
<b>Department</b>	SCC VP of Instruction Office
<b>Institution</b>	Community Colleges of Spokane Spokane, Washington
<b>Date Posted</b>	Jan. 31, 2025
<b>Application Deadline</b>	02/25/2025
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Vice-(President/Provost/Chancellor)
<b>Academic Field(s)</b>	Administration - Undergraduate Education
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**Job Description**

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**Vice President of Instruction - Spokane Community College**

**Community Colleges of Spokane**

**Location:**Spokane CC Main Campus Spokane

**Department:**SCC VP of Instruction Office

**Salary for this position is: \$180,070 (Annually)**



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## About Us

Spokane Community College, part of Spokane Colleges, serves 15,000 students with career technical, liberal arts, and adult education programs in Spokane and surrounding rural communities.

**Applications will be accepted until 4:00 p.m. PST on February 24, 2025. The application process will not be available after this time. To ensure consideration make sure your application is completed and submitted as soon as possible. Applications will only be accepted prior to 4:00 p.m. on the closing date.**

## About the Vice President of Instruction - Spokane Community College

Spokane Community College seeks a Vice President of Instruction to serve as the chief academic officer, providing strategic leadership and operational oversight for all academic programs and services.

As a senior academic leader, the successful candidate will embody and uphold SCC's values of access, inclusivity, and preparedness, exemplifying SCC's mission to "be the stepping stone that enables all learners to confidently embark on their next chapters."

The successful candidate will lead with strategic direction and provide operational oversight for all academic programs and services within a diverse, comprehensive community college, championing a culture of excellence in teaching and learning. They will lead the ongoing development of the instructional division towards "normalizing amazing," challenging the status quo to elevate the classroom experience. This will ensure that all students receive the connection, engagement, teaching innovation, and comprehensive support necessary to thrive and successfully complete their educational goals.

The successful candidate will collaborate with faculty, staff, students, and the broader community to enhance teaching and learning, support student success, and advance the college's mission to drive student success and foster an inclusive, equitable, and innovative learning environment where students and instructional faculty and staff feel valued and supported.

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## KEY RESPONSIBILITIES

### Strategic Leadership

- Develop and implement a comprehensive vision for instruction that aligns with Spokane Community College's strategic goals and is responsive to the evolving needs of our diverse community.
- Lead the development, review, and approval of academic programs, including curriculum design, course offerings, and program assessment, in response to current and emerging academic transfer, workforce, and community needs.
- Oversee faculty hiring, evaluation, development, and tenure processes, fostering a culture of excellence and continuous professional growth.
- Manage personnel. Responsible for the hiring, evaluation, and supervision of deans, exempt, and classified staff.
- Collaborate across diverse academic divisions, in partnership with the Student Services division, and other campus and district services, to ensure that Spokane Community College fulfills its values, mission, and vision.
- Actively participate as a member of Spokane Community College's cabinet and shared governance structures.
- Leverage, identify synergies, and support the efforts of campus-wide committees such as Guided Pathways, Student Learning and Assessment, Diversity, Equity, and Global Awareness, and the Council of Chairs.
- Collaborate across diverse academic divisions, in partnership with Spokane Community College's Institutional Research department, to analyze student learning data to identify areas for improvement and implement data-driven instructional strategies.

### Operational Leadership:

- Play a key role in the design and implementation of effective Enrollment Management strategies.
- Manage the instructional budget to strategically allocate resources that prioritize academic excellence and support the needs of all students.
- Oversee the scheduling and delivery of courses, including online, hybrid, and face-to-face modalities, to meet the diverse learning needs of students.
- Ensure that academic programs comply with accreditation standards, regulatory requirements, and institutional policies.
- Collaborate with other departments and district services, such as admissions, student services,

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facilities, and Information Technology, to enhance student success and operational excellence.

**Assessment and Continuous Improvement:**

- Lead efforts to review, establish, and implement a comprehensive system for assessing student learning outcomes across all academic programs.
- Analyze assessment data to identify areas for improvement and implement targeted interventions that support student achievement and close equity gaps.
- Ensure continuous improvement of teaching and learning practices by promoting evidence-based strategies and fostering a culture of reflective practice.
- Champion a culture of assessment across divisions and work to enhance assessment literacy across diverse academic and professional-technical divisions.

**Collaboration and Communication:**

- As a member of Spokane Community College's cabinet and the Spokane Colleges' district cabinet, serve as a conduit for stakeholder concerns and communication. Transparently represent the cabinet's vision and directives while also advocating for the needs of deans and divisions.
- Foster strong and supportive relationships with academic deans, department chairs, faculty, staff, and students to ensure alignment and effective communication regarding instructional priorities.
- Build and maintain key partnerships with student services, workforce development, strategic enrollment management, guided pathways, and other relevant departments.
- Prioritize shared governance models and transparent communication.
- Serve as an effective executive sponsor for campus committees.
- Represent Spokane Community College at external academic conferences and professional meetings to stay at the forefront of higher education trends and foster external partnerships.
- Communicate effectively across all levels of the institution, ensuring clarity and transparency in instructional matters.
- Build and maintain strong relationships with community partners, employers, transfer institution partners, and other stakeholders to advance Spokane Community College's mission and vision.

**MINIMUM QUALIFICATIONS**

- An earned Master's degree from an accredited institution.
- Three years of progressive leadership experience in higher education, preferably in a community

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college setting.

- Experience with faculty tenure and promotion processes.
- Experience with budget development, management, and resource allocation.
- Experience with accreditation processes and student learning outcomes assessment.
- Demonstrated experience in curriculum development and program review.
- Excellent oral and written communication, interpersonal, and presentation skills.
- Demonstrated commitment to diversity, equity, and inclusion in higher education.

## DESIRED QUALIFICATIONS

- A Doctoral degree from an accredited institution.
- Experience in a unionized environment, including collective bargaining.
- Experience with online, hybrid, and blended learning modalities.
- Experience supporting diverse instructional divisions, including interdisciplinary, academic transfer, workforce development programs, and community and transfer institution partnerships.
- Knowledge of and experience with relevant accrediting bodies (e.g., Northwest Commission on Colleges and Universities (NWCCU), specialized program accreditors).

## COMPETENCIES

- Strategic Thinking
- Cultural Competence
- Innovation
- Leadership
- Communication
- Collaboration
- Decision-Making
- Change Management
- Problem-Solving
- Interpersonal Skills
- Data Analysis

## PHYSICAL REQUIREMENTS

- Work is performed in an office environment.
- Work is sedentary.

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- Frequent use of computers and exposure to terminal screens in performing work assignments.

## **CONDITIONS OF EMPLOYMENT**

- Contract 12-month position.
- Position is exempt from Fair Labor Standards Act (FLSA).
- Criminal background check is required.
- Ability to travel locally as well as out-of-town travel. Travel to off-campus education centers.

*Person hired must be able to provide acceptable documentation of U.S. Citizenship or lawful authorization to work in the United States. This is an absolute condition of employment. An offer of employment will not carry with it any responsibility or obligation on the part of the district to sponsor an H1-B visa. In addition, the Spokane Colleges maintain a drug-free work environment and prohibits all smoking in the college buildings and state-owned vehicles. Must be able to successfully work in and promote a multicultural work and education environment.*

*Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position. Once an applicant is chosen for a position, they are required to complete and submit a declaration regarding sexual misconduct and investigation per state law.*

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## **Benefits Information**

This is a contracted, exempt management position. Medical, dental life and long term disability insurance benefits are provided as currently administered under the Public Employees Benefits Board; TIAA-Cref retirement plan or WA State Retirement Plan. Vacation leave accrues at the rate of 14.67 hours per month (22 days per year) and sick leave accrues at the rate of 8 hours per month, effective upon employment. (For positions that are less than full time, leave accruals will be prorated to the percentage of the position.)

[Public Employees Benefits Board](#)

[Additional benefits information](#)

## **Required Application Materials**

To qualify for consideration, applicants must meet the required competencies and submit a complete application packet, which includes the following:

For this Executive-Level role, please note that a complete application at this step of the process is defined as:

- A comprehensive CV/resume emphasizing previous work experience related to the role described in the job description.
- A cover letter that speaks to your experience and direct involvement in areas related to initiatives focused on the specific areas of reducing the equity gap, fostering innovation, and leading multiple groups working together to solve problems.
- College transcript(s) if applicable - unofficial/copies of transcripts are acceptable; official transcripts are required upon hire.

For questions regarding a job application or the hiring process, or if you require an accommodation during the application or interview process, please contact HR at [Fred.Davis@ccs.spokane.edu](mailto:Fred.Davis@ccs.spokane.edu).

## **Equal Opportunity Institution**

*Spokane Colleges does not discriminate in its programs, activities and employment on the basis of race, creed, color, religion, national or ethnic origin, age, sex, marital status, pregnancy, pregnancy related conditions, parental status or families with children, status as a mother breastfeeding their child,*



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*AIDS/HIV or hepatitis C, honorably discharged veteran status, sexual orientation, gender identity or expression, disability, use of a trained guide dog or service animal by a person with a disability, genetic information, or any other legally protected category.*

*Direct all inquiries or grievances regarding access, Title IX, ADA, equal opportunity compliance, and/or grievances to:*

*Frederick Davis, MA | Chief Human Resources Officer*

*Spokane Colleges*

*P.O. Box 6000, MS1004*

*Spokane, WA. 99217-6000*

*509-434-5040*

**To apply, please visit: <https://careers.ccs.spokane.edu/jobs/vice-president-of-instruction-spokane-community-college-spokane-washington-united-states>**

## **Contact Information**

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

### **Contact**

Staff

Community Colleges of Spokane

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