

Assistant Superintendent/Vice President
Southwestern Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=268610>

Downloaded On: Nov. 21, 2025 3:53pm

Posted Nov. 21, 2025, set to expire Mar. 23, 2026

Job Title Assistant Superintendent/Vice President
Department Academic Affairs
Institution Southwestern Community College District
Chula Vista, California

Date Nov. 21, 2025
Posted

Application Feb. 1, 2026
Deadline

Position Available immediately
Start Date

Job Vice-(President/Provost/Chancellor)
Categories

Academic Administration - Undergraduate Education
Field(s)
Administration - Executive

Job <https://www.schooljobs.com/careers/southwesterncollege/jobs/5129815/assistant-superintendent-vice-president-academic-affairs>
Website

Apply <https://applytab.io/d63d87>
Online
Here

Apply By
Email

Job
Description

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Salary

\$17,479.42 - \$21,501.17 Monthly

Location

Chula Vista Campus - Chula Vista, CA

Job Type

Educational (Academic) Administrator

Job Number

00160

Division

Academic Affairs

Opening Date

10/31/2025

FLSA

Exempt

Funding Type

District

Months of Service

12

Full-time Equivalent (FTE)

1.0

Work Schedule (Approx.)

Monday-Friday: 8:00 a.m.-5:00 p.m.

Initial Screening Deadline

02/01/2026

Start Date

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July 1, 2026

Southwestern Community College District (SWCCD) is committed to meeting the educational goals of its students in an inclusive environment that promotes intellectual growth and develops human potential. We are the leader in equitable education that transforms the lives of students and communities.

SWCCD employees are collegial and collaborative. They demonstrate the highest degree of professionalism, integrity and respect when interacting with students, colleagues, leadership and members of the Jaguar community. Our employees actively honor and respect diversity to foster a safe and welcoming community where all are inspired to participate and realize a sense of belonging.

Incumbents exhibit an equity-minded focus, responsiveness, and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, gender identity, sexual orientation, and ethnic backgrounds of community college students, and employees, including those with physical or learning disabilities, and successfully foster and support an inclusive educational and employment environment.

Description

SCOPE OF DUTIES

The Assistant Superintendent/Vice President for Academic Affairs reports directly to the Superintendent/President, provides District-wide leadership, supervision and oversight for Academic Affairs including accreditation, policy development, strategic planning, and curriculum and service development for the District's instructional programs and services; oversees the instructional development and implementation of courses and programs-working with the Higher Education Center Deans and designated faculty and staff; may serve as the President's designee of the District in the absence of the Superintendent/President; supervises and evaluates the performance of assigned staff. The Assistant Superintendent/Vice President for Academic Affairs is the chief academic officer for the District.

DISTINGUISHING CHARACTERISTIC

Is a committed, dynamic educational leader who embraces culturally responsive instruction, inclusive participation, and ensures all students are achieving success. This leader is committed to strong diversity, equity, inclusion and anti-racism practices, academic excellence, and collaborative cultures.

[Executive Recruitment Website](#)

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Qualifications

Master's Degree

AND

One (1) year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

Additional assessment is required for applicants with foreign degrees from colleges or universities outside of the United States. Applicants must have their coursework evaluated by a professional association that is a member of the National Association of Credential Evaluation Services ([NACES](#)) and must submit a copy of the evaluation with the application.

Before scanning attachments, **remove/redact sensitive, confidential information** such as date of birth, social security number, address and photograph.

Have an equity-minded focus, responsiveness, and sensitivity, to and understanding of, the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, and successfully foster and support an inclusive educational and working environment.

Work collaboratively as a member of the District's Executive Leadership Team.

DESIRED QUALIFICATIONS

Earned doctorate from an accredited institution is desirable.

Three (3) years progressively responsible administrative experience including leadership and senior management experience.

The successful applicant will have a demonstrated and progressive track record in the administration of instructional programs in higher education. This background should be evidenced by recent and proven experience, knowledge, and abilities in:

1. Leadership in developing, implementing, supervising, and evaluating a broad range of instructional programs at an institution of higher education.
2. Experience working in a community college environment with education centers/extended sites and collegial consultation.

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3. A proven track record of meeting the needs of culturally, ethnically, and economically diverse, faculty, students, and staff.
4. Leading through a lens of equity, inclusion, and race consciousness.
5. Leadership in developing, implementing, supervising, and evaluating a broad range of instructional programs at an institution of higher education.
6. Leadership in developing and implementing enrollment management processes, class schedules and catalog development.
7. Developing and administering instructional program budgets, including external grant funding.
8. Applying local, state, and federal regulations to college instructional programs, including accreditation.
9. Working with college participatory governance groups in a collective bargaining environment.
10. Developing partnerships with business, industry, education, and the community, and seeking alternate funding resources appropriate for a dynamic college.
11. Ability to demonstrate understanding of and/or experience in the global marketplace, specifically the United States/Mexico and Pacific Rim regions.
12. Supervising, mentoring, and evaluating instructional faculty, classified professionals, and administrators.
13. Understanding and commitment to culturally responsive or equity-minded teaching.
14. Contribute to the development of policies and procedures that encourage diverse faculty representation and hiring.

Duties

ESSENTIAL DUTIES

1. Provide leadership in enrollment planning, educational planning activities, program and course development functions, curriculum and information, and schedule development to meet District and student needs to enhance the educational effectiveness of instructional subject areas; direct the development and implementation of instructional programs, services, plans, strategies, processes, projects, courses, goals, and objectives.
2. Works collaboratively/collegially with the college's Executive Leadership Team.
3. Perform and oversee special projects and duties as requested by the Superintendent/President; serve as potential on-site "in-charge" administrator during the President's absence.
4. Encourage program innovation and renewal in response to changing community, student, and workforce needs and conditions.
5. Provide leadership in developing and implementing enrollment management processes, class

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schedules, catalog development and related instructional facilities for the college.

6. Foster an inclusive learning environment through equity-minded teaching and learning.
7. Work collaboratively to implement the Educational Master Plan; oversee the preparation of annual plans for the major units within Academic Affairs and evaluate the attainment of goals.
8. Provide equity-minded leadership in the development of institutional research projects related to instruction and student learning.
9. Serve as the college's academic liaison to the California Community College Chancellor's Office (CCCCO).
10. Chair or co-chair various college committees and councils; represent the college in the community; serve as needed on statewide committees and in professional organizations.

JOB DESCRIPTION: [Assistant Superintendent/Vice President, Academic Affairs \(Download PDF reader\)](#)

Tentative Timeline: Any application received after the initial screening deadline is not guaranteed a review.

- October 31-February 1, 2026 – Position advertised; District accepting applications.
- February 1, 2026 – Initial screening deadline for guaranteed consideration.
- February 9-20, 2026 – Committee review.
- March 2-13, 2026 – First level interviews.
- March 23-27, 2026 - Forum
- March 27-April 10, 2026 – Community forum and second level interviews for top finalists.
- July 1, 2026 – Desired employment start date.

Supplemental Information

SALARY SCHEDULE: [Unrepresented Administrators \(Download PDF reader\)](#)

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

This is a non-telecommuting position.

1. Indoor office work environment.
2. Travel to various locations inside and outside of the District.

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Application Process:

A confirmation email will be sent once your application packet has been successfully submitted.

It is the sole responsibility of the applicant to ensure that all required application materials are submitted by the initial screening deadline date. Required materials including a current resume, unofficial transcripts verifying awarded degree(s) and completion date, and any relevant certifications, diplomas, or licenses that demonstrate you meet the minimum qualifications of the position. Failure to submit supporting documentations may result in an incomplete application.

Applications should be completed thoroughly, and resumes will not be accepted in lieu of an application but should be attached as a supporting document. All notifications to applicants will be sent electronically to the email address provided in the application.

A separate, complete application packet is required for each position for which you are applying for. All materials included in your application packet become SWCCD property, will not be returned, will not be copied, and will be considered for this opening only.

For Academic positions (only): If you do not possess the exact degree major(s) listed in the minimum qualifications section, you will need to submit an [equivalency application](#).

A screening committee will evaluate applicants, taking into account the breadth and depth of relevant education, training, experience, skills, knowledge, and abilities. Selected applicants will be invited for an interview.

INTERVIEW TRAVEL COSTS MUST BE BORNE BY THE APPLICANT.

If additional positions become available in this classification, applications received in response to this posting may be considered for those additional positions for up to 90 days after final board approval.

Candidates selected for employment with SWCCD must be fingerprinted by an electronic fingerprinting service (i.e. LiveScan) within 10 days of employment; provide clearance of tuberculosis (dated within the past 4 years and renewed every four years as a condition of continued employment) within 60 days of employment; provide proof of eligibility to work in the United States.

Successful candidate selected may be assigned to any of the campus sites (Chula Vista, Crown Cove, National City, Otay Mesa, and/or San Ysidro).

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American with Disabilities (ADA):

Reasonable accommodations will be provided to candidates with verified disabilities. Accommodation requests should be made as soon as practical by calling Human Resources at (619) 482-6395.

Equal Employment Opportunity:

As an Equal Opportunity Employer and in compliance with the Americans with Disabilities Act, SWCCD will make reasonable accommodations for individuals with disabilities.

SWCCD shall not discriminate against any person in employment or in any program affiliated with the SWCCD on the basis of age, ancestry, color, ethnic group identification, national origin, religion, race, sex, sexual orientation, physical or mental disability, veteran status, or on the basis of these perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

Notice of Availability of the Annual Security Report:

SWCCD is committed to assisting all members of the community in providing for their own safety and security. The Annual Security Report is available on the [SWCPD website](#).

If you would like to receive a hard copy of the Annual Security Report, which contains this information, you can stop by the College Police Department or you can request that a copy be mailed to you by calling (619) 482-6390.

Drug and Alcohol Abuse Prevention Plan (DAAPP):

More information about the DAAPP, including the Biennial report and additional resources can be found in the [Drug and Alcohol Abuse Prevention Program](#) website.

Contact Information

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

Contact

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