

Associate Vice President, Instruction (De Anza College)  
Foothill-De Anza Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=222300>

Downloaded On: May. 12, 2024 12:27pm

Posted Sep. 27, 2023, set to expire May 31, 2024

<b>Job Title</b>	Associate Vice President, Instruction (De Anza College)
<b>Department</b>	Academic Services Division and Learning Resources Division
<b>Institution</b>	Foothill-De Anza Community College District Los Altos Hills, California
<b>Date Posted</b>	Sep. 27, 2023
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Vice-(President/Provost/Chancellor)
<b>Academic Field(s)</b>	Administration - Executive Administration - Undergraduate Education
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**Job Description**

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**Associate Vice President, Instruction (De Anza College)**

HR EMPLOYMENT/CAREERS

**Closing Date: 11/28/23\*\***

\*\*Any complete applications received after the closing date will only be forwarded to the hiring

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committee at their request.

**Salary Grade:** A2/A3 - L

**Full Salary Range:** \$166,551.89 - \$234,355.23 annually\*

\*Actual placement is based on applicant's verified education and experience (**Customary Hiring Range:** \$166,551.89 - \$183,623.45 annually). In addition, candidates with verified educational units beyond the minimum qualification may qualify for additional pay, up to \$564 per contract month.

**The Foothill-De Anza Community College District is currently accepting applications for the management position above.**

The Foothill - De Anza Community College District does not have a remote work policy. All employees are expected to be available to work in person and on-site per the requirement of the department.

## **ABOUT THE DISTRICT**

Foothill - De Anza Community College District, composed of two colleges and an education center, is one of the top performing districts in both California and the United States, and one of the largest, ranking seventh in size among the state's 72 districts, serving more than 58,500 students per year and with an operating budget of \$180M unrestricted general fund. Consistent with its mission, the District has a strong commitment to equity and inclusion and incorporates those values in its policies, procedures, and operations, and in its leadership and service to students and the community. Publicly supported and locally oriented, the District fills an essential role in workforce development, continuing education, and skills preparation to meet the changing demands of the highly diverse surrounding population and business communities. The District's students and more than 2,000 faculty and staff enjoy an unparalleled quality of life in an ideal climate, with physically pristine and fiscally sound campuses that have earned their reputation for academic excellence.

## **FOOTHILL - DE ANZA COMMUNITY COLLEGE DISTRICT MISSION STATEMENT:**

The mission of the Foothill-De Anza Community College District is student success. We are driven by an equity agenda and guided by core values of excellence, inclusion, and sustainability. Every member of our district contributes to a dynamic learning environment that fosters student engagement, equal opportunity, and innovation in meeting the various educational and career goals of our diverse students. We are committed to providing an accessible, quality undergraduate education dedicated to developing a broadly educated and socially responsible community that supports an equitable and just

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future for California.

**POSITION PURPOSE:**

Reporting to the Vice President of Instruction, the Associate Vice President of Instruction assists with the leadership and management of instructional offices and divisions providing support for faculty and staff in their direct instructional roles, as well as providing instructional support services directly to students.

The position assumes responsibility for establishing leadership and strategic direction over the instructional support for technology enhanced instruction, the deployment of library and other instructional materials; the scheduling and management of course offerings, and the integration of student success programs with direct instructional divisions.

**NATURE and SCOPE:**

The Associate Vice President of Instruction oversees the Academic Services Division and Learning Resources Division, both of which provide services to faculty, staff and students across campus and works closely with the Vice President of Instruction in both long-range planning and daily administration of the instructional area of the college

The Associate Vice President of Instruction directly supervises the Dean of Online Education and Learning Resources, the Dean of Equity and Engagement, and all employees in the Office of Staff and Organizational Development, Curriculum Office, Scheduling Office, and is responsible for the Tenure Review Process and the Tenure Review Coordinator, as well as other faculty and staff positions.

**KEY DUTIES and RESPONSIBILITIES:**

The following duties and responsibilities are typical but not limited to the following:

1. Works with the Vice President of Instruction to assist with enrollment management projections and allocations to be used by both instructional and student services deans.
2. Works with vice presidents and deans in order to prepare budget projections and reports.
3. Provides leadership and management for the Dean of Learning Resources and the Dean of Equity and Engagement, insuring the integration of services and curricula with other instructional divisions.
4. Insures the prudent allocation of tutorial and other student support services.
5. Meets, advises, and assists campus administrators in matters related to load management,

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release/reassign time, and budget allocations for instructional equipment, lottery dollars and one-time dollars.

6. Works with vice presidents and directors to ensure compliance with state mandates regarding prescribed spending.
7. Provides leadership and vision in the planning, direction and administration of programs and services within Academic Services and associated instructional divisions.
8. Oversees the tenure review process; includes directing the Tenure Review Coordinator to establish tenure review committees for new hires and providing administrative support for problem solving or conflict resolution.
9. Perform related duties as required.

## **EMPLOYMENT STANDARDS**

### **Knowledge:**

1. Title V of the California Code of Regulations, California Education Code, and the Family Educational Rights and Privacy Act (Buckley Amendment).
2. District collective bargaining agreements and tenure review policies and practices.
3. De Anza College educational policies and procedures and Curriculum Handbook.
4. Various district technologies.
5. Principles of program evaluation, student assessment, instructional advising and organizational development.
6. Principles of organizational development.

### **Skills and Abilities:**

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Lead groups and manage multiple constituencies.
3. Develop outcomes-based planning models for college-wide use.
4. Prioritize time and tasks.
5. Communicate effectively both orally and in writing.
6. Strong supervisory skills.

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**Minimum Qualifications**

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Master's degree in related field.
3. Two years of administrative experience, formal training, internship or leadership in any related field.

**Preferred Education and Education:**

1. Three years of administrative and instructional experience at a community college.

**WORKING CONDITIONS:**

**Environment:**

1. Typical office environment; subject to travel to conduct work.

**Physical Abilities:**

1. Hearing and speaking to exchange information in person and on the telephone and make presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision sufficient to read various materials.
4. Sitting for extending periods of time.
5. Bending at the waist.
6. Lifting and carrying objects up to 20 lbs.

**APPLICATION PACKET:**

1. A District on-line application on <http://hr.fhda.edu/careers/>. \*In the application, you will provide information, which demonstrates your understanding of, sensitivity to, and respect for the diverse

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academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff. Additionally, you will be asked to explain how your life experiences, studies or work have influenced your commitment to diversity, equity and inclusion.

2. A cover letter addressing your qualifications for the position.
3. A current resume of all work experience, formal education and training.

**If any required application materials are omitted, the committee will not review your application. Items not required (including reference letters) will not be accepted. For full-consideration, all application packets must be received by 11:59 pm on the closing date.**

**Please allow yourself ample time to complete your application and resolve any technical difficulties that may arise with your submission. We do not guarantee a response to application questions within 48 hours of the closing date. You may also visit our "Applicant Information" to assist with technical difficulties at: <http://hr.fhda.edu/careers/a-applicant-instructions.html>**

**CONDITIONS OF EMPLOYMENT:**

**Position:** Full-Time, Contract, 12-months per year

**Starting date:** As soon as possible upon completion of the search process.

Excellent benefits package which includes medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance. For information on our benefits package that includes medical for employees and dependents, visit our web site: <http://hr.fhda.edu/benefits/index.html>.

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement. The successful applicant will be required to provide proof of authorization to work in the U.S. All interviewing costs incurred by applicant are the responsibility of the applicant.

For more information about our application process contact:

Employment Services

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12345 El Monte Road

Los Altos Hills, California 94022

Email: [employment@fhda.edu](mailto:employment@fhda.edu)

<http://hr.fhda.edu/>

To apply, visit <https://fhda.csod.com/ux/ats/careersite/4/home/requisition/1364?c=fhda>

jeid-2a3ebec3a89cf94294a8a679b9601183

### Contact Information

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

### Contact

Academic Services Division and Learning Resources  
Division

Foothill-De Anza Community College District

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