

Assistant Superintendent/Vice President, Academic Affairs
Southwestern Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=230245>

Downloaded On: May. 12, 2024 6:07pm

Posted Feb. 6, 2024, set to expire Jun. 7, 2024

Job Title	Assistant Superintendent/Vice President, Academic Affairs
Department	Academic Affairs
Institution	Southwestern Community College District Chula Vista, California
Date Posted	Feb. 6, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Vice-(President/Provost/Chancellor)
Academic Field(s)	Administration - Executive
Job Website	https://www.swccd.edu/
Apply Online Here	https://applytab.io/i3u
Apply By Email	
Job Description	

Posting Number: 0601463

Open Date: 01/24/2024

Position Title: Assistant Superintendent/Vice President, Academic Affairs

Working Title: Department: Academic Affairs

Work Site: Main Campus: 900 Otay Lakes Road, Chula Vista, CA 91910

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FLSA: Exempt

Position Type: Educational Administrators (Permanent Contract)

Months of Service: 12 months

FTE: 1.0 (full-time)

Hours Per Week: 40

Funding Source: District

District Values:

Incumbents in District positions are expected to 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.

The College

Southwestern Community College District (SWCCD) is not just a college district; it is a vibrant hub of higher education serving the diverse communities of Chula Vista, San Ysidro, Otay Mesa, National City, and Coronado. Our strategic location in south San Diego County places us in a unique position to provide exceptional services to a binational community along the United States-Mexico International Border.

As a proud Hispanic Serving Institution and eligible Asian American and Native American Pacific Islander Serving Institution (ANNAPISI), SWCCD places immense value on equity, inclusion, diversity, and culturally responsive classroom instruction and support services. We understand that each employee and student bring a unique set of experiences and perspectives to our campus, and we are committed to creating an environment that welcomes and celebrates this diversity.

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Statement of Inclusion

A dedication to diversity, equity and inclusion is at the heart of our mission. Our leadership is committed to institutionalizing practices of inclusive excellence to ensure that we welcome and celebrate the intrinsic worth of all members of our community. We will become an even stronger college as we enhance equity at every level of our institution.

The Southwestern Community College District is composed of faculty, staff and students from a wide range of cultural backgrounds and it embraces a diversity of programs, ideas and people. Diversity is valued as an essential cornerstone to inclusion and equity. Southwestern College is an equal opportunity employer dedicated to excellence through diversity and does not discriminate on the basis of age, race, sex, disability, sexual orientation, national origin, religion, or any other non-job-related criteria.

Our Students and Staff

SWCCD currently enrolls approximately 28,000 students annually. SWCCD is a very diverse college with an ethnicity/race make up of 67% Hispanic students, 11% Caucasian students, 6% Filipino students, 5% African American students, and 5% Asian students. Approximately 62% of the colleges students are under the age of 24 with 25% ages 25 to 39. Approximately 60% of students receive some form of financial aid, 38% are full-time students and 62% part-time students. The college has approximately 1,300 employees.

Job Description

https://www.swccd.edu/administration/human-resources/job-descriptions/files/jobdescription_adm_asst_superintendent_vp_academicaffairs.pdf

Responsibilities:

Southwestern Community College District (SWCCD) invites applications for the position of Assistant Superintendent/Vice President, Academic Affairs.

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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 Districts 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 Presidents 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.

Key Duties and Responsibilities

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

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 colleges Executive Leadership Team and colleagues throughout the district.
3. Perform and oversee special projects and duties as requested by the Superintendent/President; serve as potential on-site "in-charge" administrator during the Presidents absence.
4. Encourage program innovation and renewal in response to changing community, student, and workforce needs and conditions, including with k-12 and business/industry partners.
5. Provide leadership in developing and implementing enrollment management processes, class schedules, catalog development and related instructional facilities for the college.
6. Work collaboratively to implement the Educational Vision Plan; oversee the preparation of annual plans for the major units within Academic Affairs and evaluate the attainment of goals.
7. Provide equity-minded leadership in the development of institutional research projects related to

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instruction and student learning.

8. Serve as the colleges academic liaison to the California Community College Chancellors Office (CCCCO).
9. 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.

Knowledge & Abilities:

Education & Experience:

Minimum Qualifications (Faculty and Academic Administrator Positions Only)

Masters Degree AND one (1) year of formal training, internship, or leadership experience reasonably related to the administrators administrative assignment.

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 Districts 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:

- Leadership in developing, implementing, supervising, and evaluating a broad range of instructional programs at an institution of higher education.
- Experience working in a community college environment with education centers/extended sites and collegial consultation.
- A proven track record of meeting the needs of culturally, ethnically, and economically diverse,

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faculty, students, and staff.

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

Licenses and Other Requirements:

All District employees must participate in the COVID-19 Vaccination Program, which requires them to be fully vaccinated against COVID-19 unless they receive an approved medical or religious exemption.

Working Conditions:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

1. Indoor office work environment
2. Driving to various locations inside and outside of the district.

Salary:

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Unrepresented Administrator Salary Schedule, \$15,481.67-\$19,043.75 monthly, plus \$2,200.00 annually for earned doctorate degree. A standard medical and fringe benefit package is available.

An excellent benefits package which includes medical, vision, dental, retirement, vacation, generous sick leave package, and life insurance is available for the employee and eligible dependents.

Salary Schedule: Unrepresented Administrator

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

Start Date: July 1, 2024

Initial Screening Deadline:

All application materials must be received on-line at <https://jobs.swccd.edu>. Position is open until filled. Applications received by the first screening deadline of 11:59 p.m. on Friday, March 1, 2024 are guaranteed to be reviewed by the selection committee. Any application received after the deadline is not guaranteed a review.

Tentative Timeline (Subject to Amendments):

- January 24-March 1, 2024 – Position advertised; District accepting applications.
- March 1, 2024 – Initial screening deadline for guaranteed consideration.
- March 12-22, 2024 – Committee review.
- April 10-12, 2024 – First level interviews.
- May 20, 2024 – Forum
- May 21, 2024 – Second level interviews for top finalists.
- July 1, 2024 – Desired employment start date.

Open Until Filled Yes

Required Applicant Docs Cont'd Southwestern College Online Application

Supplemental Application:

Special Instructions to Applicants:

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REQUIRED APPLICATION MATERIAL:

Letter of application (cover letter): two pages or less, succinctly stating to what extent the candidate meets the minimum and preferred qualifications sought for this position. The cover letter should also address the essential duties and responsibilities listed in the position description. Candidates should cite specific examples from their background and experience to demonstrate knowledge and expertise necessary for this position.

The executive search firm, Community College Search Services has been retained to assist with the search. For confidential inquiries and nominations, please contact:

Will Lewallen, Ph.D., Consultant

Community College Search Services

(831) 682-3541

will.lewallen@ccss.solutions

Equivalency (Academic Faculty Positions Only)

Equivalency (Academic Faculty Positions Only)" section to read as follows, "To teach classes at Southwestern Community College District, an applicant must have completed coursework that meets the California Community Colleges Chancellors Office Minimum Qualifications for Faculty. In some cases, an applicant who does not possess the exact degree title(s) listed by the State may meet State requirements for equivalency. In this case, the District follows a process to determine equivalency. If this is the case, please complete the Supplemental Equivalency Application, for Academic Employment and upload this form with your online application.

Foreign Degrees:

Foreign degrees require an evaluation for United States equivalency from an agency having membership with the National Association of Credential Evaluation Services, Inc.

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Transcripts issued outside the United States of America require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. This report must be attached to your online application at the time of applying.

For your convenience, here is a link to NACES (National Association of Credential Evaluation Services) membership list to assist you in complying with this requirement, <https://www.naces.org/members>. You may use any other certified transcript evaluation service at your disposal.

Additional Information:

A confirmation number will be assigned if your application packet has been successfully submitted. Assistance with the online application process is available through the Human Resources Office at 900 Otay Lakes Road, Chula Vista, CA 91910; telephone: (619) 482-6395 or e-mail to employment@swccd.edu.

It is the sole responsibility of the applicant to ensure that all application materials are received by the review deadline date. A separate, complete application packet is required for each position for which you are applying for. All materials included in your application packet become District property, will not be returned, will not be copied, and will be considered for this opening only.

Candidates selected for employment with Southwestern Community College District 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.

In addition to the above, for Faculty/Administrator positions (only), successful candidate must submit official (sealed) college transcripts confirming date degree conferred and/or a valid CA Community College Credential.

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Reasonable accommodations will be provided to candidates with verified disabilities. Accommodation requests should be made at the time the interview appointment is scheduled.

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

The Southwestern Community College District shall not discriminate against any person in employment or in any program affiliated with the District 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 – Southwestern College 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 at <https://www.swccd.edu/student-support/college-police/public-information-and-resources/index.aspx>.

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

The report contains information regarding campus security and personal safety including topics such as: crime prevention; public safety authority; crime reporting policies; programs to prevent dating violence, domestic violence, sexual assault, and stalking; the procedures the College will follow when one of these crimes is reported; and other matters of importance related to security on campus. The report also contains information about crime statistics for the three most recent calendar years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by the College or a recognized student organization; and on public property within, or immediately adjacent to and accessible from the campus.

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This information is required by law and is provided by the SWC College Police Department.

Drug and Alcohol Abuse Prevention Plan (DAAPP) – More information about the DAAPP, including the Drug Free Environment and Drug Prevention Program Policy and Procedure and Biennial report can be found in the Health and Safety Section of the campus Consumer Information page (<https://www.swccd.edu/student-support/health-services/personal-wellness-mental-health/drug-and-alcohol-abuse-prevention-program.aspx>)

Selection Procedure:

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.

HR Contact Information:

Southwestern Community College

Human Resources (Bldg. 46B-150)

900 Otay Lakes Road

Chula Vista, CA 91910

www.swccd.edu

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Contact Information

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

Contact

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