

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: CLASSIFIED

**CLASS TITLE: EXECUTIVE VICE
PRESIDENT EDUCATIONAL
PROGRAMS**

SALARY TABLE: 30

SALARY RANGE: 176

BASIC FUNCTION:

Under the direction of the President, plan, organize, control and direct Educational Programs operations and activities including College District-wide instructional and student support divisions, departments, programs and services; coordinate and direct courses, curriculum, fiscal functions, meetings, communications, information, resources and personnel to meet student needs and enhance the educational effectiveness of the College; supervise and evaluate the performance of assigned administrators and personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct Educational Programs operations and activities including College District-wide instructional and student support divisions, departments, programs, services and activities; provide College-wide leadership and oversight for instructional and student support program and service policy development and strategic planning; establish and maintain instructional and student support program and service time lines and priorities; assure related activities comply with established College, State and federal standards, requirements, laws, codes, rules, regulations, policies and procedures.

Coordinate and direct courses, curriculum, student support services and programs, fiscal functions, meetings, communications, information, resources and personnel to meet student needs and enhance the educational effectiveness of the College; direct the development and implementation of instructional and student support programs and services, plans, strategies, processes, systems, projects, courses, goals, events and objectives; establish, develop, implement and schedule classes and other instructional and student support program and service activities.

Supervise and evaluate the performance of assigned administrators and personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures; assure employee understanding of established requirements.

Coordinate, attend, conduct and chair various meetings, committees, councils, teams, conferences and special events as assigned; prepare and deliver oral presentations concerning instructional and student support operations, activities, programs, services and courses; prepare agenda items as needed; attend and participate in collective bargaining sessions and negotiations as directed.

Direct and assist subordinate administrators in the identification, analysis, design and

implementation of program, curriculum and policy initiatives; coordinate instructional and student support programs and activities to assure compliance with established curriculum standards and requirements and enhance teaching, learning and student success; direct and participate in developing and maintaining curriculum standards, enhancing enrollment and meeting the educational needs and goals of students.

Coordinate instructional and student support programs, services, communications, activities, projects, curriculum development and information between administrators, faculty, personnel, community resources, outside organizations, students, the public and various local, State and federal agencies; assure proper and timely resolution of Educational Programs and related student, staff, faculty, administrative, program and service issues, complaints, problems and conflicts.

Develop and prepare the annual preliminary budget for Educational Programs; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; direct financial functions to assure fiscal accountability and solvency; evaluate enrollment data to determine appropriate spending priorities; direct and participate in researching, obtaining and maintaining grants and other funding sources; prepare related proposals and documents.

Direct consultation and advisement services concerning Educational Programs; advise and assure students, personnel, administrators, outside agencies and the public are provided with technical, accurate and timely assistance and information concerning related programs, services, divisions, departments, courses, curriculum, schedules, time lines, standards, requirements, goals, objectives, services, time lines, processes, laws, codes, regulations, policies and procedures.

Monitor and analyze instructional and student support operations and activities for educational and financial effectiveness and operational efficiency; direct the research, development and implementation of standards, programs, services, policies, systems and procedures to meet student needs and enhance the educational and financial effectiveness and operational efficiency of instructional and student support operations and activities.

Direct staff development functions to assure faculty understanding of curriculum standards and requirements, instructional and student development strategies and related materials; coordinate and direct the development, implementation and conducting of training sessions to facilitate and enhance faculty and student support staff understanding of related principles, standards, guidelines, requirements, practices, procedures and techniques.

Research, compile and analyze student, enrollment, class, attendance and other instructional information and data; direct and participate in the preparation and maintenance of a variety of records, reports and files related to programs, services, personnel, students, accountability, attendance, budgets, financial activity and assigned duties; assure mandated reports are submitted to appropriate local, State or federal agency according to established time lines.

Assure adequate resources and personnel to meet the instructional and student support needs of the College; direct the procurement and purchasing of needed supplies and equipment; initiate personnel transactions such as hiring activities as appropriate.

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Maintain current knowledge of educational trends, innovations and practices, and local, State and federal programs, laws, codes, regulations and pending legislature related to instructional and student support program and service operations and activities; oversee the modification of programs, services, policies and procedures to meet State and federal requirements as needed.

Provide technical information and assistance to the President regarding instructional and student support divisions, departments, programs, services, activities, needs and issues; assist in the formulation and development of policies, procedures and programs; collaborate with other administrators in identifying classes appropriate for transferring to credit mode.

Communicate with administrators, personnel and outside organizations to exchange information, coordinate activities and programs and resolve issues or concerns.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work; oversee and assure proper development, maintenance and modification of instructional and student support computer systems.

Serve as the President in the absence of the administrator as directed.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of Educational Programs operations and activities including instructional and student support divisions, departments, programs, services and activities.

Curriculum standards, requirements, interpretation, application, development and implementation in instructional and student support divisions, departments, programs and services.

College, State and federal standards and requirements governing Educational Programs.

Instructional and student development techniques and strategies related to College programs and services.

Educational policy development and strategic planning in a college district environment.

Principles, practices, procedures and techniques involved in the development and implementation of curriculum standards, and instructional and student development and support programs, services, plans, strategies, processes, systems, projects, courses, goals, events and objectives.

Principles and practices of administration, supervision and training.

Policies and objectives of assigned programs and activities.

College District organization, operations, policies and objectives.

Budget preparation and control.

Oral and written communication skills.

Public relations practices, procedures, techniques and terminology.

Applicable State and federal laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Public speaking techniques.

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ABILITY TO:

Plan, organize, control and direct Educational Programs operations and activities including College District-wide instructional and student support divisions, departments, programs and services.

Coordinate and direct courses, curriculum, fiscal functions, meetings, communications, information, resources and personnel to meet student needs and enhance the educational effectiveness of the College.

Supervise and evaluate the performance of assigned administrators and personnel.

Provide College-wide leadership and oversight for instructional and student support services and programs, policy development and strategic planning.

Direct the development and implementation of instructional and student support programs, services, plans, strategies, processes, systems, projects, courses, goals, events and objectives.

Assist subordinate administrators in the identification, analysis, design and implementation of program, curriculum, student development and policy initiatives.

Direct and participate in developing and maintaining curriculum standards and best practices in student development, enhancing enrollment and meeting the educational needs and goals of students.

Assure proper and timely resolution of Educational Programs and related student, staff, faculty, administrative, program and service issues, complaints, problems and conflicts.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master's degree and nine years increasingly responsible experience working with college instructional programs and student support programs and services including five years in an administrative capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting for extended periods of time.

Hearing and speaking to exchange information and make presentations.