



Associate Vice Chancellor, Educational Services

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Exempt	Officials & Administrators	Contract Administrator	Contract	11/14/13	Contract Administrator	1 of 2

DEFINITION:

Under the general direction of the Executive Vice Chancellor, Education and Technology, the Associate Vice Chancellor, Educational Services provides leadership and administrative oversight for academic, student affairs and/or support services programs, international education, and workforce and economic development in support of the District’s mission. The Associate Vice Chancellor fosters a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the District.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS:

Advises the Chancellor, Executive Vice Chancellors, Cabinet, College Presidents, and Governing Board on strategic matters related to student and academic services.

Plans, develops, and recommends District educational and student services policies, procedures, and objectives for review by the Executive Vice Chancellor, Educational Services.

Manages, integrates and provides leadership for a variety of District instructional and student services to ensure the viability and legality of educational programs.

Provides leadership and oversight to the District international education and workforce and economic development teams.

Develops measurements and accountability strategies for major District programs and services and coordinates program outcomes.

Reviews pending legislation, legal mandated regulations, and guidelines which may affect District programs, functions and activities.

Develops legislative materials, analysis and strategies for reporting, decision-making and presentation purposes.

Ensures continuous improvement of educational services through re-engineering, organizational change management, new technology solutions, assessment of best practices, and feedback from internal users and external customers to increase productivity and effectiveness.

Coordinates and facilitates the efforts of the colleges to ensure proper implementation, review, evaluation and development of educational programs and student services.

Initiates, plans, organizes and conducts professional development programs to the management team to develop quality instructional programs, student services and undertake research projects that validate student success and institutional effectiveness.

Initiates and maintains effective partnerships and linkages with K-12, business, industry, governmental agencies and other postsecondary institutions to enhance the acquisition, access and sharing of resources to support student success.

Provides District leadership and serves as a resource for admissions and records and financial aid in order to ensure the delivery of quality services, compliance with applicable governmental requirements, the achievement of efficiencies and ongoing collaboration among the colleges/centers.

Provides coordination of District accreditation activities.



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Provides coordination and support for student services programs across the District.

Provides coordination, development, and support in distance education.

Complies with all District, county, state and federal requirements.

Represents the District on national, state, regional and local committees as assigned.

Performs other duties assigned.

REPORTING RELATIONSHIPS:

The Associate Vice Chancellor, Educational Services, reports directly to the Executive Vice Chancellor, Education and Technology. District Office instructional and student services support staff, international education, and workforce and economic development report to the Associate Vice Chancellor, Educational Services.

MINIMUM QUALIFICATIONS:

An earned master's degree from an accredited college or university.

Two years of senior management experience, and a total of five years of management experience in instructional, student services or related programs, or a related area.

Demonstrated sensitivity to, and knowledge and understanding of, the diverse academic, socioeconomic, gender, cultural, disability, and ethnic backgrounds of the students served by the District, and sensitivity to, and knowledge and understanding of, groups historically underrepresented, and groups who may have experienced discrimination.

Adopted: 10/9/13