

## DIRECTOR OF INSTRUCTIONAL SUPPORT

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Exempt	Exec/Admin/Managerial	Management	M6	03/09/17	Academic Administrator	1 of 3

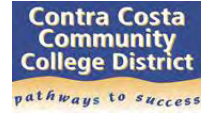
### DEFINITION

The Director of Instructional Support provides leadership and manages all aspects of instructional support and specified student services programs, including services and support activities related to developmental education, retention, special programs, and student success as well as performing related work as required.

### RESPONSIBILITIES

Essential responsibilities and assignments include, but are not limited to, the following:

- Develop and recommend broad and/or specific policies, regulations, and procedures to determine impact on program, and service areas and to formulate compliance and reporting strategies.
- Interpret and analyze education laws, impending legislation, regulations, and procedures to determine impact on program and service areas and to formulate compliance and reporting strategies.
- Ascertain and meet student and community educational, support, and service needs by communicating effectively with college managers, faculty, staff, students and the service area community.
- Actively participate in and support college shared governance components and activities and other collaborative processes.
- Develop and participate in college and district planning processes to assure articulation between the goals and objectives of instructional support programs and those of other college and district units.
- Recommend new or revised systems, methods, programs, and procedures to improve efficiency and effectiveness of instructional support services and related optimal use of technologies.
- Oversee submission of grant applications and proposals to state and federal agencies, or to other appropriate funding sources, to augment college resources for instructional support programs and services.
- Manage operating budgets for instructional support programs.
- Coordinate and lead the implementation of developmental education programs and support services.
- Develop and implement special student academic success initiatives or programs within instructional settings.
- Supervise and evaluate the Assessment Center and testing functions.
- Responsible for special programs, such as Extended Opportunity Programs and Services (EOP&S), Disabled Students Programs and Services (DSPS), and AVANCE.
- Interpret provisions of collective bargaining agreements and contracts as appropriate.
- Responsible for the oversight of the evaluation of all assigned staff.



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- Represents the college to community, governmental, educational, and professional organizations, where appropriate.
- Provide reports on assigned topics, as requested.
- Coordinate student services programs with instructional support services, instructional programs, and other special programs.
- Perform all additional duties as assigned by the Vice President of Academic and Student Affairs.

### REPORTING RELATIONSHIP

The Director of Instructional Support reports to the Vice President of Academic and Student Affairs. The Director serves as supervisor of record for assigned faculty and classified support staff.

### MINIMUM QUALIFICATIONS

#### Education and Experience:

##### Education:

Possession of a Master’s Degree from an accredited college or university.

##### Experience:

Equivalent to at least three (3) years of relevant full-time management experience.

##### Ability to:

Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, politics, philosophy, disability, and religious background of all students, faculty and staff.

### PHYSICAL DEMANDS

The physical demands described 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 functions

While performing the duties of this job, the employee is required to:

- Demonstrate sufficient vision to read all printed materials including computer screen and electronic displays; demonstrate sufficient close and distant vision, depth perception, and ability to adjust focus to perform the essential duties of this position.
- Demonstrate sufficient hearing to conduct face-to-face and telephone conversations.
- Speak in an understandable voice with sufficient volume to be heard within a normal conversational distance, on the telephone, and when addressing groups.
- Demonstrate ability to transport self to places necessary to perform job, including enclosed areas of building and on even and uneven surfaces.
- Demonstrate the ability to occasionally lift and/or move up to 15 pounds.
- Demonstrate the physical, mental, and emotional stamina to perform the duties and responsibilities of the position.
- Demonstrate ability to input necessary data into computer terminal and/or create documents, reports, and press releases to perform the essential functions of this position.
- Demonstrate an ability to speak clearly and communicate with others.



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### WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The working conditions are generally clean and quiet although occasional exposure to noise, dust, fumes will occur. A video display terminal, computer, FAX machine, telephone, and normal office equipment are used on a regular basis.

**Amended:** 03/08/17