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OFFICE of
HUMAN RESOURCES

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MANAGEMENT
JOB OPPORTUNITY

*An Equal Opportunity Employer
actively seeking applications
from racial/ethnic minorities, women
and persons with disabilities.*

Position: Vice President of Instruction/Assistant Superintendent **Mgmt Range VP**

Salary: \$136,231 - \$211,338 (additional compensation of \$5,533 for doctorate)
Salary placement commensurate with experience

Closing Date: Open until filled
Initial screening on April 6, 2018, 5:00 pm
Any complete applications received after the Initial Screening date will be reviewed by the screening committee only upon committee request.

Interview Dates: First and second interviews are tentatively scheduled for the week of April 30, 2018.
Subject to change.

Beginning Date: Approximately July 1, 2018 or before as mutually agreed upon

MINIMUM QUALIFICATIONS

Required:

- Master's degree from a regionally accredited institution
- Three years supervisory experience managing increasingly complex projects
- Evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students
- Commitment to the college's core values: student success, a supportive atmosphere, being proactive and innovative, partnering, and valuing diversity
- Valid California driver's license or ability to obtain within 90 days of hire date

Preferred:

- Earned doctorate from a regionally accredited institution
- Progressive experience in educational administration, preferably within a community college or university environment

Representative Position Responsibilities, Challenges, and Opportunities:

- Serve as the Chief Instructional Officer (CIO) and Accreditation Liaison Officer (ALO) for the District
- Provide overall leadership, organization, planning, development, budget and enrollment management, staffing, supervision and evaluation for the Instructional Division
- Provide oversight, management, and leadership to instructional deans, educational administrators, and

instructional support staff

- Provide guidance, management, and overall leadership to teaching and learning for the District
- Responsible for educational programs district wide including online, work force development, basic skills, non-credit, and Learning Resource Center
- Advocate for areas of responsibility
- Demonstrate evidence of commitment to the community college mission, academic quality, and participatory governance
- Ensure ongoing sustainability of changes and improvements reflected in the Accreditation follow-up
- As the ALO, initiate and provide leadership for all levels of accreditation, including, but not limited to, the self-evaluation process, follow-up reports, annual reports, site visits, comprehensive reports, and substantive change reports
- Provide leadership and support in the VPI role in the Educational, Facilities, Technology Master Plans and Faculty and Staff Diversity Plan
- Ensure educational program information is up-to-date on the College website, electronic and hardcopy resources for the public (i.e. schedule and catalog) and through other social media
- Facilitate communication, professional development, dialogue, and exchange within the Instructional Division to support participatory governance
- Work collaboratively with the Vice President of Student Services to provide leadership for Merced College's Student Success Initiative; the access, retention and success of each student; and the improvement of Basic Skills success rates; and other student access and success programs
- Provide oversight for contemporary instructional design; curriculum development; electronic curricula management software program; stacked credentials; articulation agreements with universities; career technical education; work-based learning, including internships/externships; and employer-based training
- Provide leadership to the college's Integrated planning, evaluation, resource allocation, and decision-making processes to ensure compliance with the ACCJC standards
- Oversee Program Review, Assessment of Student Learning Outcomes (SLOs), and use of results for program evaluation
- Promote a culture of evidence-based and data-driven decision making; support participatory governance in integrated planning; ensure open, participative communication practices
- Maximize student equity; lead the development of an active teaching and learning environment, with multiple learning modalities to address a variety of student learning styles
- Provide leadership for the alignment of bond construction projects with the Educational Master Plan and other integrated planning documents for the District

General Description:

Under the direction of the Superintendent/President, the Vice President serves as Chief Instructional Officer, responsible for educational policy, academic programs and learning support, advancement of student learning, enrollment management, personnel recommendations for instructional departments, budget development and fiscal accountability for instructional areas, and the improvement of teaching and learning. The vice president provides leadership and oversight of the District's accreditation efforts, reporting, and compliance. As a member of the senior executive team, the vice president provides leadership for implementation of the District's strategic plan, educational master plan, and other master and integrated plans on all matters related to instruction, academic programs, and related areas.

FOR INFORMATION ON ESSENTIAL FUNCTIONS, REQUIRED KNOWLEDGE AND REQUIRED ABILITY, SEE JOB DESCRIPTION AT: <http://www.mccd.edu/offices/hr/jobs>

How to Apply: Candidates will submit complete application packet at <http://www.mccd.edu/offices/hr/jobs>.

1. Letter of interest addressing your qualifications for the position
2. Resume
3. The names, business and home telephone numbers, and email addresses of five references.
NOTE: References will not be contacted without the applicant's permission.
4. Legible unofficial college transcripts (undergraduate and graduate). Transcripts must include the degree major and date the institution granted the degree.
NOTE: Official copies are not required unless applicant is hired. Foreign transcripts must include a U.S. evaluation and translation.

Interview Information: Those applicants deemed most qualified for the position will be invited to appear for oral interviews before a screening committee. The interview process will include a pre-interview writing assessment. Expenses for travel and accommodations are the responsibility of the candidate.

Employee Benefits: The District pays (with small contribution from employee) health, prescription, vision and dental insurance premiums for the employee and dependents. Life and income protection insurance premiums are provided for the employee only, as well as paid vacation, sick leave, and holidays.

Condition of Employment: The selected candidate must be livescanned and tested for tuberculosis at his/her own expense prior to the start of employment. The Immigration Reform Act of 1986 requires verification of the right to work in the United States. Applicant must be able to perform essential functions of the position with or without reasonable accommodations. **All offers of employment are subject to approval by the Board of Trustees.**