

# VICE PRESIDENT, ACADEMIC AFFAIRS (Interim)

## TERM OF SERVICE

Start date August 6, 2018 for approximately one year.  
End date negotiable. Successful completion of a pre-placement physical will be required for the candidate recommended.

## BENEFITS

The Grossmont-Cuyamaca Community College District provides an excellent comprehensive benefits program including medical, vision, dental, life, income protection insurance, and membership in the State Teachers' Retirement System.

Candidates invited for interview who must travel distances greater than 250 miles (one-way) outside San Diego County may be reimbursed for a portion of their travel or airfare expenses. Details will be provided as interviews are arranged.

Note: Under Federal law, employers are required to verify that all new employees are eligible for employment in the United States. Prior to appointment to a position, you must present acceptable proof of your identity and authorization to work in the United States.



## APPLICATION PROCEDURES

Applicants must email the following documents to Alyssa Brown in Human Resources at GCCCD at [alyssa.brown@gcccd.edu](mailto:alyssa.brown@gcccd.edu)

1. A letter of interest (limit 1500 words) addressing the applicant's leadership qualities and relevant experience.
2. A current resumé summarizing educational and occupational background, experiences, and achievements.

Verification of academic credentials will be required from the selected candidate prior to assuming this interim position.

The President will begin reviewing application materials after the position closes on June 28, 2018. Interviews for selected candidates will be held between July 12 and July 19, 2018.



## VISION

Changing Lives Through Education

## GROSSMONT COLLEGE'S MISSION STATEMENT

Grossmont College is committed to providing an exceptional learning environment that enables diverse individuals to pursue their hopes, dreams, and full potential, and to developing enlightened leaders and thoughtful citizens for local and global communities.

Our mission is fulfilled by providing the people of East San Diego County with:

- Transfer degrees and certificates programs
- Career technical education and workforce development
- Basic skills
- Student support services that promote student access and achievement
- Community education



## Grossmont-Cuyamaca Community College District

### Governing Broad Members:

Elena Adams, Greg Barr, Bill Garrett, Edwin Hiel, Debbie Justeson

**Student Members:** Kyrie Macogay, Brandon Vivero

**Chancellor:** Cindy L. Miles, Ph.D.

**Cuyamaca College President:** Julianna Barnes, Ed.D.

**Grossmont College President:** Nabil Abu-Ghazaleh, Ed.D.

An Equal Opportunity / Title IX Employer  
6/2018

GROSSMONT-CUYAMACA  
COMMUNITY COLLEGE  
DISTRICT

G R O S S M O N T  
C O L L E G E



## THE POSITION

Reporting to the President of Grossmont College, the interim Vice President of Academic Affairs has the responsibility of providing leadership and direction to college instructional programs, the library, and computer technology learning resources. Directly reporting to the interim Vice President are five instructional deans, a Dean of Learning and Technology Resources, and an Instructional Operations Supervisor.

The interim Vice President serves as a member of the President's Cabinet and is responsible for making recommendations to the President regarding instructional programs; other duties include providing support for institutional planning and coordination with other college areas including, but not limited to Student Services, Administrative Services, and Institutional Advancement. This is a top leadership role within a dynamic college. Working with faculty, staff, students, and members of the community, the incumbent plays a significant role in creating a vision for success and learning into the future.

## PERSONAL ATTRIBUTES

- Displays personal and professional integrity
- Exemplifies reasoned problem solving and decision making
- Fosters open, effective communication
- Prioritizes successfully critical projects and timelines
- Demonstrates consistency and fairness
- Embodies collegiality and inclusion
- Inspires creativity and innovation

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Direct, administer, and supervise the planning, organization, and coordination of instructional programs and the library and computer technology learning resources that support these programs.
- Provide leadership in the development of curriculum in accordance with college goals and standards; assist in the development, evaluation, and improvement of course outlines and objectives resulting in an educational program that responds to changing community needs.
- Direct the recruitment, selection, assignment, supervision, and evaluation of instructional personnel and classified staff.



- Advise and confer with the President on management issues involving courses and programs of the college, including development and/or revision of policies and procedures; participate in strategic and long-range planning for college activities and programs.
- Prepare, recommend, implement and monitor budgets for assigned areas; upon expenditure variations, take necessary action to assure compliance with budget limitations and established fiscal policies.
- Supervise the development and publication of the college catalog and class schedules.
- Direct the preparation of reports as required by federal, state, local, and district regulations; inform the President and other district staff as to the status of assigned functions.
- Maintain current knowledge of legislation and educational trends pertinent to instructional philosophy and practice, i.e., Title V and the California Education Code.
- Represent the college and district in the area of instruction to the community, governmental agencies, high schools, and two-year and four-year colleges.
- Perform other duties as assigned by the President.

## ADDITIONAL RESPONSIBILITIES INCLUDE: ACCREDITATION/STUDENT LEARNING OUTCOMES

Providing leadership in achieving and maintaining continuous quality improvement across all segments of the institution.

## STUDENT ACCESS, EQUITY AND SUCCESS

Anticipate emerging demographic trends to ensure that instructional programs meet the needs of a diverse student population.

## BUDGET

Providing oversight responsibility in the development, implementation, and management of the Instructional budgets to ensure fiscal integrity of the College.

## SHARED GOVERNANCE

Creating a climate and practice of collegial participatory governance.

## CURRICULUM

Providing leadership necessary to ensure that the College meets the educational needs of the community. Assuring articulation and alignment of curricula within the multi-college District and between high schools and baccalaureate-level institutions.



## EDUCATION AND EXPERIENCE

Master's degree in education or related field, or equivalent, and three years of increasingly responsible management experience in an educational institution of which two years management experience have been in instructional services. Doctorate preferred. If you are applying based on "the equivalent", you must complete a Full-Time Academic Management Equivalency Form located at <https://jobs.gccd.edu>. This form MUST be submitted as part of the application procedures.

## NECESSARY QUALIFICATIONS

- Increasingly responsible experience in academic administration.
- Demonstrated experience in the development, oversight and review of instructional programs.
- Knowledge of the role of library and computer technology learning resources in the support of instruction.
- Evidence of leadership in the planning and implementation of a complex instructional schedule that meets the needs of a diverse student population through a variety of delivery methods.
- Direct experience in supervising budgets for assigned areas with evidence of ability to adjust to budget limitations and established fiscal policies.
- Proven involvement with strategic and long-range planning for college activities and programs.
- Demonstrated commitment to shared and participatory governance processes.
- Experience with innovative teaching methodologies, including the incorporation of technology in the teaching-learning process.
- Teaching experience (full-time preferred) in an institution of higher education which has included responsibilities beyond classroom instruction such as curriculum development, load determination, student learning outcomes, program review, and work with diverse students.
- Evidence of skills in the analysis of complex problems and the development of creative solutions.
- Demonstrated ability to communicate effectively both orally and in writing.
- Evidence of sensitivity to, and understanding of, the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students; promotion of diversity among faculty and staff.
- Demonstrated leadership and skill in communicating a college's instructional policies to faculty, staff, students and the community.

## ADDITIONAL INFORMATION

Salary Schedule Grade  
M-12 Step A \$126,024 through Step E \$147,432