

## **Vice Chancellor, Educational Services and Instructional Effectiveness**

### **North Orange County Community College District**

**Position Number:** 2015238P

**Location:** District Services

**Department:** DS Educational Services/Tech Office Administration

**Percentage of Employment:** 100%

**Months of Employment:** 12 Months Per Year

#### **Job Description:**

The position calls for an individual with a record of proven leadership skills combined with a passionate commitment to a 21st century comprehensive community college mission and the ability to plan resource allocation to meet these goals during a period of dynamic change. The ideal candidate is an innovative and proven leader who provides strong institutional stewardship, champions faculty and staff excellence and student success, and further strengthens NOCCCD's commitment to student-centered experiences. The next Vice Chancellor is someone who advocates for diversity, equity, inclusion, accessibility, and anti-racism (DEIAA ) to support a culturally responsive environment that provides exemplary educational opportunities for all students.

#### **DUTIES AND RESPONSIBILITIES**

Under the direction of the Chancellor, the Vice Chancellor will:

- Maintain communication with District and college personnel and various agencies to exchange information, resolve conflicts and issues, and coordinate program services; maintain current knowledge of pertinent legislation, rules, regulations and technology related to programs and services.
- Develop and prepare the annual preliminary budget for assigned programs; monitor and control budget expenditures; direct the preparation and maintenance of the detailed and comprehensive reports, records and files regarding personnel, programs, operations, and activities.
- Prepare reports, correspondence and Board of Trustees agenda items on business matters, functions and projects, and make necessary presentations.
- Organize, attend, or chair a variety of meetings as required; serve on committees and special projects as assigned; coordinate programs and services as appropriate with other District and college personnel.
- Train, supervise, evaluate, and direct the work of personnel as assigned.
- Learn and apply emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.

## **Diversity, Equity, Inclusion, Accessibility, and Anti-Racism (DEIAA )**

- Demonstrate sensitivity to and understanding the diverse academic, socioeconomic, cultural, ethnic and disability backgrounds of community college students and staff.
- Demonstrate achievement in promoting student enrollment, engagement, success, equity, retention, and well-being.
- Focus on serving the whole student and facilitate the development of systems and structures that assist students in successfully reaching their academic goals.
- Demonstrate experience effectively leading and fostering DEIAA environment for students and employees.
- Demonstrate experience advocating for the success and support of disproportionately impacted students and employees including Black/African Americans, Latinx, Indigenous/Native Americans, Asian/Pacific Islanders, LGBTQIA+ community, persons with disabilities, Veterans, and other groups.

## **Educational Services**

- Serve as the chief advisor to the Chancellor on strategic matters related to District-Wide planning and educational services.
- Oversee the development and implementation of District instructional and student services policies and procedures; ensure consistent application of objectives, policies and procedures; ensure that instructional programs and student services are in compliance with applicable state and federal laws, and regulations and accreditation standards.
- Facilitate collaboration among the colleges and North Orange Continuing Education with respect to academic, career technical education, fee-based community services and contract education programs; provide oversight and coordination of the District's international education and study abroad programs; coordinate the development and implementation of curriculum articulation agreements with private and public colleges, and universities and local high schools.
- Coordinate the District's enrollment management efforts, including development of annual FTES (full-time equivalent students) targets; coordinate the preparation of District enrollment management reporting pertaining to admissions, enrollment and attendance accounting; coordinate completion of reports for federal, state and local agencies relating to instructional programs and student services.
- Be responsible for visioning, planning, and directing workforce education programming; establish liaisons with business organizations, community and regional groups, other community colleges, and four-year colleges and universities; analyze business and industry trends to identify key workforce needs; promote and market workforce development through presentations, brochures, correspondence, and other materials.
- Implement processes, strategies and feasibility planning to ensure resource development needs are appropriate to achieve the District's instructional and student services goals and objectives.

- Provide overall leadership and coordination of District curriculum planning and development, including new program development, distance learning, and program review; develop and implement plans to facilitate, improve and promote the curriculum and educational programs (e.g. dual enrollment) and maintain instructional standards of quality.
- Provide overall leadership and coordination of District student services programs, including admissions and records, counseling, financial aid, EOPS and DSPS ; develop and implement plans to facilitate, improve and promote student services programs and maintain service standards of quality.
- Provide leadership to the Vice President group (Instruction and Student Services) in the planning and implementation and coordination of academic programs, and student support services District-Wide.

### **Institutional Effectiveness**

- Provide oversight and coordination of the District strategic planning processes; serve as a resource to the colleges and North Orange Continuing Education for educational planning, research, outcomes assessment, and accreditation processes; coordinate the District and college accreditation self-studies, reports and team visits.
- Coordinate research functions within the District with a focus on student success.
- Provide leadership of District Director of Research, Planning and Data Management (DDRPDM ) to the development of a District-Wide data warehouse and research to validate student success and institutional effectiveness.
- Oversee, through the District Director (DDRPDM ), the development of measurements and accountability strategies for major District programs and services and coordinates program outcomes.
- With the assistance of the District Director (DDRPDM ), provide leadership for the master and strategic planning efforts and collaboratively develop and maintain a District-Wide educational and facilities master plan as well as a District-Wide strategic plan.
- Actively participate in the budgeting process; ensure that the budget development process is responsive to the objectives developed during strategic planning and in alignment with the Student-Centered Funding Formula.
- Maintain overall leadership, with the assistance of the District Director (DDRPDM ), in the collection of data and the preparation and submission of a wide variety of state and federal student and staff reports (i.e. Management Information System, 320, Strong Workforce Program, Perkins funds and financial aid).

### **Grants and Resource Development**

- Provide direction and support the Director of Grants in administering District-Wide grant writing initiatives, including development of proposals, implementation of grants and identification of special funding opportunities.
- Identify grant opportunities and administer grant initiatives within the District, facilitate collaboration within and among the colleges/NOCE and coordinate the development of grant applications within the District; review grant applications for legal compliance;

serve as the District signatory for all District and college grants; monitor the operations and activities of grant and special programs, including reporting requirements and program audits.

### **Workforce and Economic Development**

- Provide leadership in planning, organizing, directing and administering career technical education programs and the workforce development programs District-Wide with the assistance of administration, faculty, and staff.
- Provide directions to and supervise the District Director of Workforce and Economic Development in initiating and maintaining effective partnerships and linkages with K-12, business, industry, government agencies and other postsecondary institutions to enhance the acquisition, access and sharing of resources to support student success District-Wide.
- Support and coordinate District-Wide efforts in entrepreneurship, work-based learning and credit for prior learning.
- Provide leadership for and oversight of the development, management, assessment, and quality improvement of the District's workforce development programs and services based on local community and workforce needs for ultimate benefit within the District's service area.
- Provide leadership at the local, state and national levels by participating in workforce related workshops, conferences, and initiatives and by serving on boards and committees.

### **Educational Technology Planning and Deployment**

- Provide leadership in planning and delivering a consistent and aligned infrastructure for online teaching and learning District-Wide.
- Promote best practices in online teaching and learning that ensure student success and equity.

### **DESIRABLE CHARACTERISTICS**

The screening committee, Chancellor, and Board of Trustees will consider the following desirable characteristics in their selection of the next Vice Chancellor.

- Demonstrates integrity, thereby building the trust and confidence of the campus community.
- Communicates effectively orally and in writing in a positive and collaborative manner; is flexible, a good listener, open to suggestions and constructive feedback.
- Respects, values, and demonstrates a commitment to participatory governance.
- Fosters an environment that encourages teamwork.
- Balances the mission of the District with economic realities.
- Values and actively advances DEIAA .
- Acts as consensus builder committed to faculty and staff diversity who uses and promotes an open, approachable management style that is inclusive, collaborative, and

enthusiastic and who values and supports staff development, motivates employees, and acknowledges their contributions.

- Becomes actively involved in the community and, in so doing, maintains NOCCCD's positive image.
- Continues to enhance relationships with nearby post-secondary institutions and local school Districts, private enterprise, and public organizations.
- Works to understand the needs of NOCCCD and its community and assists the District in meeting those needs.
- Commits to identifying gaps in student outcomes on the basis of factors such as race, ethnicity, and gender, and then mobilizing the District to improve results.
- Understands the complexity of credit, noncredit, and contract education programs and services; supports the comprehensive community college and understands the competing multiple priorities of transfer, career technical, college-readiness skills, noncredit education, and community education; and understands the role of technology as it relates to all areas of the District and its application to teaching and learning.
- Effectively and sensitively connects the institutional strategy of achieving high levels of student achievement with the operations of administrative and academic units.
- Demonstrates commitment to student access and success with implemented changes in institutional strategies and policies that resulted in improved student achievement.
- Uses an integrated planning process to ensure that the District's master plans, strategic plans, and student equity plans significantly improve student access and success.
- Follows an integrated planning process that complies with accreditation standards by including effective implementation of plans, routine assessment of progress, and continuous data informed improvement.
- Promotes a culture of inquiry and evidence, leads the District to agreed-upon student outcomes, and aligns plans and implementation efforts to measurable objectives.

### **Primary Purpose:**

The Board of Trustees of the North Orange County Community College District (NOCCCD ) invites applications for the position of Vice Chancellor of Educational Services and Institutional Effectiveness. NOCCCD is seeking an experienced, dynamic, and visionary leader to serve as the next Vice Chancellor for our multi-college District. The Vice Chancellor will build upon the District's strong legacy of achievement and leadership in the diverse and evolving communities we serve.

Under the direction of the Chancellor, working with administrators, faculty, and staff, and in accordance with provisions of the Education Code, the rules and regulations of the Board of Governors of the California Community Colleges, and the policies of the District, the Vice Chancellor serves as the District's chief instructional and student services officer and District accreditation liaison officer. The Vice Chancellor is a member of Chancellor's Cabinet, works in collaboration with college leadership to plan, implement and evaluate instructional and student services programs, and provides facilitative leadership of District-Wide planning, workforce development, enrollment management, curriculum development and delivery. The Vice Chancellor is responsible

for institutional effectiveness initiatives and ensures student access and success in the areas of educational programs, student support services, and career technical education. Further, the Vice Chancellor oversees the grants and resource development efforts, plan and deliver educational technology, and coordinate District-Wide special projects on behalf of the Chancellor. The Vice Chancellor utilizes collegiality, integrity, and good judgment to foster beneficial and innovative change within the District by attending and participating in community and civic programs, events, and meetings.

**Working Relationships:**

The Vice Chancellor of Educational Services and Technology maintains frequent contact with state and local officials, vendors, college and District administrators, faculty and staff.

**Knowledge, Skills, and Abilities:**

**Special Requirements:**

**Minimum Qualifications:**

Possession of a master's degree from a regionally accredited institution.

One-year formal training internship, or leadership experience reasonably related to the administrators' administrative assignment.

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

**Desirable Qualifications:**

Earned doctorate from a regionally accredited institution.

Five years of increasingly responsible experience in instructional and/or student services, preferably in a post-secondary educational environment.

Administrative experience in a key position with decision-making responsibility, preferably in a post-secondary educational environment.

Demonstrated knowledge and experience with curriculum development, educational program planning, student services, research, strategic planning, and grants.

Demonstrated knowledge and experience with educational technology in the higher educational learning environment.

Exhibits a thorough understanding of and commitment to the mission, vision, and nuances of the California community colleges.

Demonstrated achievement in promoting student enrollment, success, retention, and outcomes.

Demonstrated ability to work collegially in a participatory governance environment.

Demonstrated knowledge and experience implementing legislation and regional accreditation standards and practices.

**Working Conditions:**

Office environment; subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-3 hours); may require off-site duties and activities.

**Salary Range:** This is an executive position that offers a competitive salary of \$261,706 - \$337,215 annually and benefits package, including participation in the California State Teachers Retirement System or California Public Employees' Retirement System.

**Open Date:** 01/02/2025

**Close Date:**

**Special Instructions Summary:** Nominations and applications will be accepted until the position is filled. However, to ensure consideration, **the deadline is Friday, March 7, 2025, 11:59 PM.** All inquiries, nominations, and applications will be held in the strictest confidence.

To receive consideration, applicants must submit a complete application packet consisting of the following:

- A letter of interest, preferably no more than five pages, which provides examples from your background and experience that address the Qualifications/Desirable Qualifications, and Desirable Characteristics in this job announcement;
- A current resume of professional experience, educational background, and other pertinent information;
- Transcripts of all higher education course work (unofficial);
- A job description of your most recent position;
- A list of six references, including two supervisors, two subordinates, (including a support staff member), and two faculty (or equivalent). Include cell phone, business phone, and e-mail addresses for each.

To be considered for the position all application materials must be submitted online. Follow the instructions to establish an account to submit your complete application packet. <https://nocccd.peopleadmin.com/postings/5401> (This needs to be updated once posting is live)

**For confidential inquiries, contact:**

Dr. Joan Smith, Search Consultant Community College Search Services 209-566-5421  
Joan.Smith@ccss.solutions

Dr. Will Lewallen Search Consultant will.lewallen@ccss.solutions (831) 682-3541

**For general inquiries regarding the application process, contact:**

Luisa De Santiago, Human Resources Technician District Office of Human Resources  
North Orange County Community College District 714-808-4813

ldesantiago@nocccd.edu

**NOCCCD is an Equal Opportunity Employer**

The North Orange County Community College District (NOCCCD ) does not discriminate on the basis of ethnic group identification, national origin, immigration status, religion, age, sex, gender, gender identification, gender expression, military and veteran status, marital status, medical condition, race, color, ancestry, sexual orientation, physical or mental disability, or any other characteristic protected under applicable federal or state law.

NOCCCD values a diverse workplace and encourages the following communities to apply: Black, Indigenous, People of Color (BIPOC ), LGBTQIA+, women, veterans, and individuals with disabilities.

**SELECTION PROCESS**

A search committee representing the constituencies of the District will evaluate applications and select a limited number of candidates for an initial interview. Applicant screening will begin in March 2025 with **first-level interviews tentatively scheduled for April 9-11, 2025**. Candidates selected for further consideration will be invited to interviews with the Chancellor, Chancellor's Staff, and the Board of Trustees.

Eligible expenses of candidates invited to interview(s) for travel from outside a 150-mile radius of the District will be reimbursed up to the limits allowed by District policy.

The successful candidate will be expected to be available for service within a mutually agreeable time after acceptance of an offer of employment and provide the following: official transcripts of all higher education course work and verification of experience (if necessary) prior to the first duty day; identification and eligibility for employment within three (3) days of employment pursuant to the "Immigration Reform and Control Act," provide fingerprints and proof of freedom from communicable disease pursuant to statute.

To apply, visit: <https://apptrkr.com/5912575>



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