

## NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

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| Job Title:    | Vice Chancellor, Educational Services and Institutional Effectiveness | Range:         | Executive Officer Salary Schedule |
| Date Revised: | December 17, 2024   | Date Approved: | September 24, 2013                |

### PRIMARY PURPOSE

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.

### ESSENTIAL FUNCTIONS

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

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| 1. | 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. |
| 2. | 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.                 |
| 3. | Prepare reports, correspondence and Board of Trustees agenda items on business matters, functions and projects, and make necessary presentations.  |
| 4. | 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.   |
| 5. | Train, supervise, evaluate, and direct the work of personnel as assigned.  |
| 6. | Learn and apply emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.   |
| 7. | Demonstrate sensitivity to and understanding the diverse academic, socioeconomic, cultural, ethnic and disability backgrounds of community college students and staff.   |
| 8. | Demonstrate achievement in promoting student enrollment, engagement, success, equity, retention, and well-being.   |

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| 9.  | Focus on serving the whole student and facilitate the development of systems and structures that assist students in successfully reaching their academic goals.  |
| 10. | Demonstrate experience effectively leading and fostering DEIAA environment for students and employees.   |
| 11. | 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.  |
| 12. | Serve as the chief advisor to the Chancellor on strategic matters related to District-Wide planning and educational services.  |
| 13. | 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.  |
| 14. | 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. |
| 15. | 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.  |
| 16. | 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.   |
| 17. | 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.   |
| 18. | 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.  |
| 19. | 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.   |
| 20. | 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.  |

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| 21. | 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.   |
| 22. | Coordinate research functions within the District with a focus on student success.  |
| 23. | 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.   |
| 24. | Oversee, through the District Director (DDRPDM), the development of measurements and accountability strategies for major District programs and services and coordinates program outcomes.   |
| 25. | 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.  |
| 26. | 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.   |
| 27. | 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).   |
| 28. | 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.  |
| 29. | 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. |
| 30. | 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.   |
| 31. | 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.   |
| 32. | Support and coordinate District-Wide efforts in entrepreneurship, work-based learning and credit for prior learning.  |
| 33. | 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.  |

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| 34. | 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. |
| 35. | Provide leadership in planning and delivering a consistent and aligned infrastructure for online teaching and learning District-Wide.   |
| 36. | Promote best practices in online teaching and learning that ensure student success and equity.  |

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**OTHER FUNCTIONS**

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**WORKING RELATIONSHIPS**

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

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**EDUCATION AND EXPERIENCE**

**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.

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

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**SPECIAL REQUIREMENTS**

None

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**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.

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