

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Vice Chancellor, Educational Services and Technology	Range:	Executive Officer Salary Schedule
Date Revised:		Date Approved:	September 24, 2013

PRIMARY PURPOSE

Under the direction of the Chancellor, this position is responsible for providing overall leadership in the planning, development, implementation and coordination of the instructional and student support programs of the District including strategic planning, research, workforce and economic development, and educational technology. The Vice Chancellor, Educational Services and Technology serves as the Chief Instructional and Student Services Officer for the District.

ESSENTIAL FUNCTIONS

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

1.	Provides overall leadership and coordination of District curriculum planning and development, including new program development, distance learning, and program review; develops and implements plans to facilitate, improve and promote the curriculum and educational programs and maintain instructional standards of quality.
2.	Provides overall leadership and coordination of District student services programs, including admissions and records, counseling, financial aid, EOPS and DSPS; develops and implements plans to facilitate, improve and promote student services programs and maintain service standards of quality.
3.	Oversees the development and implementation of District instructional and student services policies and procedures; ensures consistent application of objectives, policies and procedures; ensures that instructional programs and students services are in compliance with applicable state and federal laws and regulations and accreditation standards.
4.	Facilitates collaboration among the colleges and the School of Continuing Education with respect to academic, career technical education, fee-based community services and contract education programs; provides oversight and coordination of the District's international education and study abroad programs; coordinates the development and implementation of curriculum articulation agreements with private and public colleges and universities and local high schools.
5.	Coordinates the District's enrollment management efforts, including development of annual FTES targets; coordinates the preparation of District enrollment management reporting pertaining to admissions, enrollment and attendance accounting; coordinates the completion of reports for federal, state and local agencies relating to instructional programs and student services.
6.	Provides oversight and coordination of the District strategic planning processes; serves as a resource to the colleges and the School of Continuing Education for educational planning, research, outcomes assessment, and accreditation processes; coordinates the District and college accreditation self-studies, reports and team visits.
7.	Coordinates research functions within the District with focus on promotion of student success.

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8.	Provides executive leadership in information and instructional technology, including hardware, networks, systems, applications, online education, distance learning and telecommunications; directs improvements in online education infrastructure.
9.	Identifies grant opportunities and administers grant initiatives within the District; facilitates collaboration within and among the colleges and coordinates the development of grant applications within the District; reviews grant applications for legal compliance; serves as the District signatory for all District and college grants; monitors the operations and activities of grants and special programs, including reporting requirements and program audits.
10.	Develops and prepares the annual preliminary budget for assigned programs; monitors and controls budget expenditures; directs the preparation and maintenance of detailed and comprehensive reports, records and files regarding personnel, facilities, programs, operations and activities.
11.	Maintains communication with District and college personnel and various agencies to exchange information, resolve conflicts and issues and coordinate program services; maintains current knowledge of pertinent legislation, rules, regulations and technology related to programs and services.
12.	Organizes, attends, or chairs a variety of meetings as required; serves on committees and special projects as assigned; coordinates programs and services as appropriate with other District and college personnel.
13.	Trains, supervises, evaluates and directs the work of personnel as assigned; participates in selection and hiring processes.
14.	Learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
15.	Demonstrates sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic and disability backgrounds of community college students and staff.
16.	Performs related duties as assigned.

OTHER FUNCTIONS

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.

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EDUCATION AND EXPERIENCE

Minimum Qualifications

Possession of a master's degree from a regionally accredited institution and at least one year of formal training, internship or leadership experience reasonably related to the assignment.

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

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

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

Demonstrated knowledge of and experience with information technology in the higher education learning environment.

Desirable Qualifications

Earned doctorate from a regionally accredited institution.

Demonstrated understanding of and commitment to the mission of the California community colleges.

Demonstrated achievement in promoting student enrollment, success and retention.

Demonstrated ability to work collegially in a participatory governance environment.

Knowledge of regional accreditation standards and practices.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of community college instructional programs and student services

Knowledge of enrollment management and attendance accounting

Knowledge of information technology applications in higher education, including academic and administrative systems

Knowledge of District organization, operations, policies and objectives

Knowledge of California education code and requirements, including Title 5

Knowledge of research project policies, procedures and practices, including data collection and analysis

Knowledge of strategic planning

Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary

Knowledge of record keeping procedures

Knowledge of budget preparation and maintenance

Knowledge of appropriate software and databases

Ability to interpret, apply and explain laws, regulations, policies and procedures

Ability to assess, analyze, implement and evaluate research project activities

Ability to analyze situations accurately and adopt an effective course of action

Ability to plan, organize and prioritize work

Ability to meet schedules and time lines

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Ability to work independently with little direction
Ability to understand and follow oral and written directions
Ability to communicate efficiently both orally and in writing
Ability to supervise, train and provide work direction to others
Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

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.
