

Vice President, Instruction  
Coast Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=233061>

Downloaded On: May. 8, 2024 10:17am

Posted Mar. 18, 2024, set to expire Jul. 13, 2024

**Job Title** Vice President, Instruction  
**Department** Instruction  
**Institution** Coast Community College District  
Costa Mesa, California

**Date Posted** Mar. 18, 2024

**Application Deadline** 04/12/2024

**Position Start Date** Available immediately

**Job Categories** Vice-(President/Provost/Chancellor)

**Academic Field(s)** Teaching & Learning  
University Administration

**Apply Online Here** <https://apptrkr.com/5109474>

**Apply By Email**

**Job Description**

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**Vice President, Instruction**  
**Coast Community College District**

**Salary:** \$189,297.00 - \$251,578.00 Annually

**Job Type:** Full Time

**Job Number:**



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OM-012-24

**Location:** Costa Mesa, CA

**Definition**

Orange Coast College (OCC) is seeking an equity-minded, Educational Administrator to serve as the **Vice President of Instruction** within the Instructional Wing as part of the College Executive Leadership Team.

**About Orange Coast College (OCC)**

Orange Coast College's 164-acre campus is located in Costa Mesa just minutes from Southern California's beautiful beaches with a campus in Newport beach - The Waterfront Campus. Orange Coast College (OCC) was founded in 1947 with the mission to serve the educational needs of a diverse local and global community. The College empowers students to achieve their goals by providing high-quality, culturally responsive, and innovative programs and services through pathways leading to degrees, transfers, certificates, foundational skills, workforce development, and lifelong learning. The College promotes student development, learning, and equitable outcomes by fostering a respectful, inclusive, caring, and participatory campus climate of student engagement and academic inquiry.

OCC engages in a variety of professional development opportunities and partnerships to support a diverse student community. Student-centered activities that support OCC's mission include a variety of college-wide student success programs and services that contribute to the college's academic excellence including Extended Opportunity Programs and Services (EOPS) and Accessibility Resource Center (ARC), MESA program, Puente, Umoja, CLEEO, AANHPI, Veterans Resource Center, Student Housing, Honors Program, and many more. Additionally, OCC is recognized as a Hispanic-Serving Institution (HSI) and Asian American Native American Pacific Islander-Serving Institution (AANAPISI).

**D.E.I.A. - Diversity, Equity, Inclusion, Accessibility, and Anti-Racism**

The Coast Community College District (Orange Coast College, Golden West College, and Coastline College) continues to strengthen its efforts focused on diversity, equity, inclusion, access, and anti-racism. In particular, Orange Coast College is focused on creating a culture of inclusive excellence by uplifting employees and students through an environment that is equitable, diverse, inclusive, and accessible. To that end, we will be actively listening, assessing, and evaluating each stage of the application, recruitment, and interview process.

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- **Orange Coast College - Diversity, Equity, Inclusion, and Accessibility Page**
- **Orange Coast College - Diversity, Equity, Inclusion, & Accessibility Plan (DEIA)**

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Ideal candidates for this position share OCC's values and commitment to educating and improving the lives of students, employees, and community populations. We currently enroll 17,736 students (47% female, 46% male, 1% non-binary) with, the majority of students from racially minoritized populations: 37% of OCC's students are Latinx, 2% are Black/African-American, 24% are Asian/Pacific Islander, less than 1% Native American/Alaska Native, 29% are White, and 6% are multiracial.

**Orange Coast College Employee-Student Demographic Information**

Direct Link: [Employee / Student Profile Comparison Dashboard](#)

**Department Specifics: About Orange Coast College Academics**

Reporting to the President, the Vice President of Instruction serves as the chief academic officer for the college, providing leadership and vision for college-wide academic programs with a focus on equity, access, and student success. Specifically, the Vice President provides direction, and guidance on educational policy for academic programs, instructional leadership, the advancement of curriculum development, and accreditation.

**Summary**

Serves as the chief academic officer for the college, providing leadership, direction, and guidance for educational policy and all academic majors and programs, management and development of distinguished faculty and instructional leadership, curriculum development, and accreditation.

**Distinguishing Career Features**

The Vice President for Instruction has strategic and principal leadership over current and long-term planning and delivery of educational programs, curriculum, and modern instructional practices that enhance teaching and inspire learning. The Vice President reports to the college President and integrates a team of Academic Deans, who in turn, supervise the delivery of instruction and work with other administrators to maximize student learning and engagement. The Vice President will also develop wider relationships with the educational and occupational community, particularly the public schools within the District. The Vice President will share, along with the other Vice Presidents, a role in the strategic direction of the college, fiscal management and cost control, and adjustment of services to meet the demands of the student public, community, and commerce.

**Essential Duties and Responsibilities**

Specific duties may vary among departments, divisions, and jobs. Incumbents typically perform a substantial portion or all of the following types of duties, as assigned:

- Provides leadership that develops and supports high-performing academic leadership and

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instructional teams. Directs and participates in planning, design, administration, and improvement of college-level programs that optimize student academic achievement.

- Develops and implements clear, collaborative, and inclusive decision-making processes ensuring integration of instructional programs and support. Establishes standards and provides leadership and performance management of administrators and faculty.
- Plans, organizes, controls, and directs the operations of the Instructional Division. Directs and consults with Academic Deans and directors on curriculum, scheduling, faculty, and other instructional matters, and material and infrastructure needs.
- Advises and makes recommendations to the President regarding academic opportunities and issues including curriculum, instruction, faculty, support staff, budgets, college-wide planning and implementation, and accreditation.
- Serves as liaison between the college, outside college and university representatives, industries where outgoing students will work, and other outside organizations linked to student education and services.
- Establishes standards and supervises and evaluates the performance of leadership, faculty, and supporting personnel.
- Directs and provides internal and external advocacy for educational divisions, majors, and certificates. Consults with peers and subordinate leadership on forecasting, developing, implementing, and reviewing programs.
- Establishes a format for deans and directors to collaborate on the design of research-based instructional reviews. Consult with deans and faculty on data-driven implementation methods for enhancing student achievement.
- Directs and participates in institutional research, to study, evaluate, assess, and develop state-of-the-art and best practices for delivering instruction and engaging students.
- Directs and develops partnerships with educational and community organizations to support, complement, and expand college programs. Sets up networks to exchange information, resolve challenges, and coordinate programs.
- Directs the preparation and maintenance of a variety of narrative and statistical records and files to support internal and externally mandated reports related to academic programs and performance, projects, compliance, services, systems, and personnel.
- Reviews and approves items submitted by the academic functional areas ultimately for presentation to the Board. Directs research, assembly, and compiling of supporting information related to Board items.
- Maintains up-to-date knowledge of laws, codes, regulations, and pending legislature related to the operations and activities of assigned areas. Modifies programs, functions, and procedures, to ensure compliance with local, state, and federal requirements.
- Communicates with other administrators, personnel, and outside organizations to coordinate

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activities and programs, resolve issues and conflicts, and exchange information.

- Develops and prepares the annual preliminary budget for the Instructional division. Analyzes and reviews budgetary and financial data. Controls and authorizes expenditures in compliance with college rules and establishes cost limitations.
- Performs other related duties as assigned that support the objective of the position.
- Required to abide by all District policies and procedures including Board Policy 3050 - Code of Professional Ethics.

## **Qualifications and Physical Demands**

### **Knowledge and Skills**

- Requires advanced professional knowledge of theories, concepts, principles, and practices in collegiate instruction, curriculum, learning, and education administration.
- Requires mastery of the theories, procedures, methods, and requirements for designing, implementing, and integrating curriculum theory and action plans that accomplish educational goals.
- Requires in-depth knowledge of national, state, and regional trends and best practices in the pedagogy of instruction, and the design, development, and implementation of student learning outcomes (SLO).
- Requires in-depth knowledge of the most recent research and proven best practices in closing achievement gaps and retention issues around targeted student populations.
- Requires well-developed skills to use a computer, common office productivity applications, and specialized software used in education and research environments.
- Requires knowledge of budget and financial controls and well-developed skills to understand financial statements, statistics, and non-parametric data relationships.
- Requires advanced human relations skills sufficient to conduct formal presentations to large and diverse audiences, to facilitate executive and management-level group action planning, external relations, conflict resolution, performance appraisal, and facilitate peer-level in-service education.
- Requires advanced English language and writing skills to develop complex business plans, goals, and objectives, reports, and make formal presentations.

### **Abilities**

- Requires the ability to perform the essential responsibilities and functions of the position.
- Requires the ability to plan, prioritize, and assign work in order to meet yearly plans, academic

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calendars, schedules, and timelines.

- Requires the ability to learn and apply pertinent legislation, regulations, and college/ District requirements and expectations for performance.
- Requires the ability to lead and work with continual improvement initiatives for enhancing overall student retention and achievement outcomes.
- Requires the ability to write complex reports and program materials.
- Requires the ability to solve complex problems where trade-offs and risks are involved, confrontations exist, and the status of faculty and students can be impacted.
- Requires the ability to manage staff toward measured performance outcomes.
- Requires the ability to interact on both a formal and informal basis with a wide range of contacts within and outside of the college setting.

### Physical Abilities

- The general physical demands, working conditions, and essential job functions associated with this classification will be kept on file with the Office of Human Resources.
- Essential functions will vary by position.
- As defined by Title I of the Americans with Disabilities Act ("ADA") and California's Fair Employment and Housing Act ("FEHA"), the District shall engage in a timely, good faith interactive process with employees or employment applicants who are requesting or are in need of reasonable accommodations and, provide reasonable accommodations for employees or employment applicants who, because of their disability, are limited in or unable to perform one or more of the essential functions of their job in accordance with applicable state and federal law.

### Education and Experience and demonstrated evidence of D.E.I.A. (Diversity, Equity, Inclusion, Accessibility)

- The position requires a Master's degree from an accredited university with major coursework in education or academic subjects and eight years of progressive experience, five of which will be in college-based and/or district leadership capacities.
- Or, any combination of education and experience which would provide the required equivalent qualifications for this position. An application of equivalency is required. (Candidates making applications on the basis of equivalency must submit the *Application for Equivalency* in addition to all other required materials.)
  - A Ph.D. or Ed.D. is preferred and may substitute for some experience.



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**AND**

- Demonstrated evidence of responsiveness to and understanding of the racial, ethnic, disability, gender identity, sexual orientation, socioeconomic, academic, and cultural diversity within the community college student population, including students with different ability statuses (e.g., physical and/or learning) as these factors relate to the need for equity-minded practice within the classroom.

**Licenses and Certificates**

- May require a valid driver's license.

**Working Conditions**

- Work is performed indoors where minimal safety considerations exist.

**Conditions of Employment**

- **Note: Applicants must be authorized to work for ANY employer in the U.S. We are unable to sponsor or take over sponsorship of an employment VISA at this time.**

**(Start Date: July 2024)** This is a general-funded, 12-month per year, contract, full-time Educational Administrator position. The work schedule is Monday through Friday from 8:00 a.m. to 5:00 p.m. Flexible schedules and weekends might be necessary to address the needs of programs and job duties. In addition, an annual stipend of \$3,000 is offered for possession of an earned doctorate from an accredited institution. The District provides medical, dental, and vision insurance for the employee and eligible dependents and life insurance for the employee. **(Salary Schedule: DG-14)**

- Regular attendance is considered an essential job function; the inability to meet attendance requirements may preclude the employee from retaining employment.

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- The person holding this position is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in Coast Community College District policies, procedures, and Title IX. (Reference: BP/AP 5910 )
- The Coast Community College District celebrates all forms of diversity and is deeply committed to fostering an inclusive environment within which students, staff, administrators, and faculty thrive. Individuals interested in advancing the District's strategic diversity goals are strongly encouraged to apply.
- Reasonable accommodations will be provided for qualified applicants with disabilities who self-disclose.

**Pay Philosophy:**

Through policies, practices, and other benefit programs, Coast Community College District delivers a fair and equitable total compensation program that promotes equal employment opportunity, inclusion, and workforce vitality. In general, it is the policy of the District to place new employees at the first step of the salary grade. All movement on the salary schedule will occur July 1 of each year for all educational administrator employees.

**Application Requirements:**

*The deadline to apply is **April 12, 2024**. Application materials must be electronically submitted online at <http://www.cccd.edu/employment> to be considered for employment.*

Incomplete applications, application materials submitted by mail, and documents not requested in the job announcement will not be considered. Please note that the district does not return materials submitted in the application process (copies of original supporting documents are acceptable).

**A complete application packet includes:**

**\*Note: We have a strong focus and importance on D.E.I.A. and Anti-Racism (Diversity, Equity, Inclusion, Accessibility) and will be actively listening, assessing, and evaluating this throughout each stage of the application, recruitment, and interview process.**

1. A complete Coast Community College District **Online Employment Application**.
2. Responses to **Supplemental Questions** (please provide clear and detailed responses, as they will be carefully evaluated to determine the most qualified candidate(s) to be invited for an interview; please do not paste your resume, put "see resume" or "N/A", or leave blank).
3. A **Cover Letter** highlighting your experiences relevant to this position and addressing the minimum and preferred qualifications, including your demonstrated evidence of D.E.I.A. (Diversity,

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Equity, Inclusion, Accessibility) - NOT to exceed three (3) pages. (upload as a separate attachment - PDF recommended).

4. **ACurrent Resume or Curriculum Vitae** of professional experience, educational background, and/or teaching experience. (upload as a separate attachment - PDF recommended)
5. **Equivalency Request Form** and supporting documentation, if applicable. (uploaded as separate attachments - PDF recommended)
  - **How to determine if you need Equivalency?** Candidates who do not meet the minimum requirements as stated in the job posting, but feel they have a combination of education and experience that would be equivalent to the State Minimum Qualifications, must attach a completed Application for Equivalency Form ([Download PDF reader](#)). This form must be included as an attachment to their online application, along with supporting documents, in addition to all other required materials.

**Submit an application online at:**  
<http://www.cccd.edu/employment>

**Coast Community College District - Human Resources**  
**1370 Adams Avenue, Costa Mesa, CA 92626**

**Individuals who need reasonable accommodations in accordance with ADA should notify the Human Resources Office for assistance or call 714.438.4716.**

### **Additional Information**

### **Selection Procedure**

- All online applications received by the application deadline will be screened to determine which applicants meet the minimum qualifications as stated in the job announcement. Please note: Possession of the minimum qualifications does not ensure an interview.
- Applicants wishing to apply for more than one position must submit separate application materials for each desired position.
- Applicants who meet the minimum qualifications and who are also deemed to possess the highest committee evaluation will be invited to an interview.
- If any travel is required for an applicant to participate in person during the interview process, this will be done so at the candidate's own expense.
- During the interview, candidates may be asked to conduct a short oral

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demonstration/presentation on a previously announced topic as well as participate in a writing exercise, or hands-on practical.

- Consideration will also be given to factors in addition to education and experience, including but not limited to professional development, ability to work with others, and commitment to meet student needs.
- The search committee will rate the candidate's responses to the interview questions, the demonstration/presentation, and the applicable writing exercises and/or hands-on practicals. Based on this rating, a number of candidates will be recommended to move forward and will be invited for a second-level interview.
- The hiring manager will conduct reference checks on the final candidate. The district reserves the right to contact the current or most recent employer and to investigate past employment records of applicants selected for interviews.
- The campus President will make the final recommendation for employment to the Board of Trustees.
- The start date will be determined based on the needs of the campus and the conditions of employment as posted in the job announcement/recruitment.
- Applicants who are eliminated from consideration will be notified by email. All applicants are requested to provide an email address in their online application. Candidates should not expect official notification of the status of their candidacy until the Board of Trustees has acted upon the College's recommendation for employment.
- The District reserves the right to extend the deadline, re-advertise the position, or delay filling this position based on the needs of the District and the student population we serve.

### **Employment Information**

- Regular attendance is considered an essential job function; the inability to meet attendance requirements may preclude the employee from retaining employment.
- The person holding this position is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in Coast Community College District policies, procedures, and Title IX. (Reference: BP/AP 5910)
- The Coast Community College District celebrates all forms of diversity and is deeply committed to fostering an inclusive environment within which students, staff, administrators, and faculty thrive. Individuals interested in advancing equity and inclusion goals are strongly encouraged to apply. Reasonable accommodations will be provided for qualified applicants with disabilities who self-disclose.

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**The *SELECTED CANDIDATE* is required to complete the following before employment:**

- Provide a Certificate of Tuberculosis Exam for initial appointment (Note: The certificate must be renewed every 4 years as a condition of continuing employment).
- Have fingerprints taken by a Live Scan computer at the candidate's expense (Clearance must be received before the first day of employment).
- Present original documents for proof of eligibility to work in the United States including a Social Security Card; AND
- Participate in a new hire onboarding appointment with an Employment Services Representative.

**Coast Community College District is an Equal Opportunity Employer**

*The Coast Community College District is committed to employing qualified administrators/managers, faculty, and staff members who are dedicated to student learning and success. The Board recognizes that diversity in the academic environment fosters awareness, promotes mutual understanding and respect, and provides suitable role models for all students. We are committed to hiring and staff development processes that support the goals of equal opportunity and diversity, and equal consideration for all qualified candidates. The District does not discriminate unlawfully in providing educational or employment opportunities to any person on the basis of race, color, sex, gender identity, gender expression, religion, age, national origin, ancestry, sexual orientation, marital status, medical condition, physical or mental disability, military or veteran status, or genetic information.*

*The Coast Community College District is a multi-college district that includes Coastline, Community College, Golden West College, and Orange Coast College. The three colleges offer programs in transfer, general education, occupational/technical education, community services, and student support services.*

*Since its founding in 1947, the Coast Community College District has enjoyed a reputation as one of the leading community college districts in the United States. Governed by a locally elected Board of Trustees, the Coast Community College District plays an important role in the community by*

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*responding to the needs of a changing and increasingly diverse population.*

**Coast Community College District Title IX:**

**<https://www.cccd.edu/employees/hr/title9/Pages/Staff-and-Faculty-Resources.aspx>**

This direct link **[2023 Coast Community College District Annual Security and Fire Safety Report \(Download PDF reader\)](#)** is the 2023 Annual Security and Fire Safety Report for Coast Colleges. The crime statistics for calendar years 2020, 2021, and 2022 were submitted to the U.S. Department of Education as required under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. A hard copy can be provided from one of the Campus Safety Offices. Please contact any of the Campus Safety Offices for any questions regarding the report.

To apply, please visit **<https://www.schooljobs.com/careers/cccd/jobs/4397950/vice-president-instruction>**

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

Instruction

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