



ANTELOPE VALLEY COLLEGE

Office of Human Resources & Employee Relations

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<b>POSITION:</b>	Assistant Superintendent/Vice President, Academic Affairs	RN14-35
<b>SALARY/BENEFITS:</b>	\$129,402.02 - \$153,802.77/annually based on a 8-step salary schedule	
	▪ \$1,800/annually for an earned doctoral degree	
	<b>The District's fringe benefit package includes:</b>	
	▪ Medical, dental and vision insurances	
	▪ Individual life insurance and income protection policies	
	▪ Eligibility for enrollment in State Teachers' Retirement System (STRS)	
<b>DEADLINE:</b>	April 10, 2014 (for first consideration / position open until filled)	
<b>START DATE:</b>	July 2014 (or by mutual agreement)	

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**GENERAL DESCRIPTION:**

Under the direction of the Superintendent/President, the Assistant Superintendent/Vice President, Academic Affairs provides strategic direction and leadership for Academic Affairs in supporting the mission of the College. The Assistant Superintendent/Vice President serves on the senior management team as a member of the President's Executive Council and Cabinet and contributes to strategic planning for the College. This position requires a commitment to excellence in the instructional programs and the service areas that comprise the Office of Academic Affairs; to fulfill the comprehensive mission of the community college; to increase student retention, diversity and equity; and to support institutional and student learning outcomes. The major areas of responsibility for this position are planning, developing, coordinating, and evaluating the College's academic affairs, and instructional programs.

**DUTIES AND RESPONSIBILITIES:**

- Supervises the Office of Academic Affairs, instructional programs, and the deans and/or directors.
- Provides administrative leadership for the Educational Master Plan, Student Learning Outcomes, Program Review, and for the improvement of instruction and the use of technology to enhance learning.
- Coordinates continuous review and appraisal of curriculum adequacy and effectiveness; assists academic deans in the development of new programs, courses, and curriculum revisions; initiates feasibility studies in new curriculum areas.
- Coordinates the preparation of the annual budget for Academic Affairs, reviews division budget requests, and is responsible for program budget; assists in the preparation of the District budget.
- Coordinates the preparation and submission of required state reports pertaining to Academic Affairs programs.
- Makes recommendations for Academic Affairs personnel needs and, as appropriate, participates in the hiring process.
- Directs, supervises, and evaluates assigned administrators, managers, academic, and classified personnel; recommends for employment, directs the assignment and evaluation of all Academic Affairs personnel.
- Works cooperatively with all college staff in carrying out the district's evaluation policy for personnel and program review.
- Plans and develops in-service training for new faculty orientation and on-going staff development for faculty.
- Assists in resolving faculty, and staff grievances, and complaints in accordance with Board policy.
- Coordinates the utilization of instructional facilities and office space and participates in the master planning for campus instructional programs and facilities.
- Works collegially with participatory governance committees and all college personnel and constituencies in accordance with the participatory governance policy, and collective bargaining agreements of the District.

**DUTIES AND RESPONSIBILITIES (continued):**

- Reviews, recommends, and coordinates grant-funded projects for instructional programs for special purposes and/or populations.
- Represents the College in economic development and community-based instructional partnerships, working closely with community leaders and special interest groups to maintain and enhance the partnership between the college and community.
- Provides leadership and develops partnerships with high schools, colleges, and other educational institutions.
- Holds membership in and actively participates in appropriate professional and community organizations.
- On a rotational basis with other Cabinet officers, serves as acting Superintendent/President in his/her absence.
- Represents Academic Affairs to other divisions, departments, elected officials, and outside agencies.
- Performs such other duties as may be assigned by the Superintendent/President.

**KNOWLEDGE AND ABILITIES:**

- Knowledge of and ability to provide leadership for fulfilling the comprehensive community college mission which includes transfer education, career and technical education, basic skills, economic development of the community, contract education, and community service.
- Knowledge of principles and practices in curriculum development, instructional technology, and staff development for the improvement of instruction.
- Knowledge of participatory governance philosophy and practices for California community colleges and ability to participate collegially in a participatory governance environment.
- Ability to communicate effectively both orally and in writing.
- Knowledge of principles and practices of supervision and management that promote teamwork, including the ability to train, motivate, and evaluate staff.
- Knowledge of state and federal regulations governing community colleges particularly as these regulations relate to overseeing the various service areas that comprise the Academic Affairs programs.
- Ability to prepare and administer a comprehensive budget utilizing a computerized budget system.
- Knowledge of current trends in information technology as they relate to the delivery of effective instructional programs; demonstrated experience with computerized student information database systems (i.e., Banner, Datatel, etc).
- Knowledge of collective bargaining law and the ability to work effectively within the collective bargaining process.
- Ability to work collaboratively with the campus community as well as community groups and organizations.
- Knowledge of the accreditation process.

**EDUCATION AND EXPERIENCE:**

- Master's degree from a college or university accredited by the U.S. Department of Education
- Earned doctorate preferred.
- Five years of progressively responsible administrative experience in Academic Affairs, with at least two years at the vice president, dean, director, or equivalent supervisory level.
- Three years of full-time teaching experience in higher education preferred.
- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, gender, disability, and ethnic backgrounds of community college students.

## APPLICATION INSTRUCTIONS

It is the responsibility of each applicant to have **all** the following documents on file in the Human Resources Office by 4:30 p.m. on the deadline date in order to continue in the application process for this position.

**If any of the listed materials are missing or incomplete, the application will not be considered.**

1. A completed and signed Antelope Valley College [Administration Application](#).  
**Please do not state "See Résumé" on any part of the application.** Blank spaces or illegible entries may be cause for rejection of the application. The District will not return materials submitted.
2. Letter of intent addressing your interest and qualifications for this position.
3. Résumé or curriculum vitae.
4. Three signed Letters of Recommendation from individuals having knowledge of your professional experience; none dated more than one year prior to the closing date. No letters will be accepted via fax or email.
5. Transcripts: A degree is required in the job announcement under "Education and Experience":
  - Submit transcripts of ALL college-level coursework as required (unofficial transcripts or photocopies will be accepted to establish the application file).
  - No copies of degree/diplomas will be accepted as proof of college education.
  - Official documents will be required if the candidate is offered the position.

\* Note: Any degree from a country other than the U.S., including Great Britain and Canada, must be evaluated by a professional evaluation service and proof of the evaluation must be submitted with the application package.

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Application forms are available on the AVC web site [www.avc.edu](http://www.avc.edu) or from the Human Resources Office and must be returned to:



**ANTELOPE VALLEY COLLEGE**

Office of Human Resources  
3041 West Avenue K  
Lancaster CA 93536  
(661) 722-6311

Faxed or emailed materials cannot be accepted.  
Unsolicited materials will not be included. Postmarks will not be accepted.

**The screening committee will review ONLY complete application packets** and the committee will determine applicant's eligibility for an interview. Candidates who are selected for an interview will be notified via telephone.

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Candidates selected for employment will be required to provide verification of work authorization pursuant to INS regulations.

The Antelope Valley Community College District offers an extensive benefits package that includes full-family medical, dental and vision plans, employee life insurance and income protection policies, and eligibility to enroll in the State Teachers' Retirement System.

Antelope Valley College prohibits discrimination and harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation.

*Upon request, we will consider reasonable accommodations to permit individuals with protected disabilities to (a) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.*

***AVC is an equal opportunity employer.***