

April 2022

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

TITLE: VICE PRESIDENT, SCHOOL OF EXTENDED LEARNING

CLASSIFICATION: EDUCATIONAL ADMINISTRATOR

SALARY TABLE: 30

SALARY RANGE: 170

BASIC FUNCTIONS:

The Vice President, School of Extended Learning (VPSEL) reports directly to the Superintendent/President, and provides transformational District-wide leadership and oversight for the noncredit, fee-based, contract education, and off campus programs. The VPSEL plans, organizes, administers, develops, and evaluates programs, projects, and activities of assigned academic departments and programs; provides leadership (and works collegially with) faculty and staff to offer high quality educational services for students; and supervises and evaluates the performance of assigned faculty, managers, classified staff, and student workers. The VPSEL is a student focused, community centered leader who ensures high quality and relevant educational programs that meet the needs of the students and community.

DISTINGUISHING CHARACTERISTICS

The Vice President, School of Extended Learning is a committed, dynamic equity focused educational leader who embraces culturally responsive instruction, inclusive participation, and ensures all students are achieving success. This leader is committed to strong andragogical practices, academic excellence, and collaborative cultures.

REPRESENTATIVE DUTIES:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

ESSENTIAL DUTIES

Integrate and implement noncredit student support services and noncredit curriculum programs, including: Career Development/College Preparation (CDCP), English as a Second Language (ESL), Immigration Education (including citizenship), Elementary and Secondary Basic Skills (including supervised tutoring), Health and Safety, Courses for Adults with Substantial Disabilities, Parenting, Home Economics, Courses for Older Adults, Short-term Vocational, and Workforce Preparation.

Champion values of educational excellence through equity, diversity, inclusion, and belonging.

Foster an inclusive learning environment through equity-minded teaching and learning.

Focus on noncredit programs of study leading to certificates and degrees, Career Pathway and college transition programs, basic skills instruction for development of college-level skills and major preparation.

Manage local, federal, and state grants and resources related to adult education students.

Perform and oversee special projects and duties as requested by the Superintendent/President.

Encourage program innovation and renewal in response to changing community, student, and workforce needs and conditions.

Establish goals and objectives for the School of Extended Learning that are consistent with the college mission.

Create a supportive and inclusive environment for faculty and staff to grow and develop their potential.

Lead the development and implementation of learning outcomes and assessment in accordance with accreditation standards.

Provide leadership in developing and implementing enrollment management processes, class schedules, catalog development and related instructional facilities for the School of Extended Learning.

Develop annual budget recommendations according to established procedures; allocate, monitor, and control assigned program budgets and expenditures.

Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions according to established procedures.

Perform related duties and responsibilities as required.

MINIMUM QUALIFICATIONS:

Master's Degree and one year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

Demonstrate an equity-minded focus, responsiveness, and sensitivity, to and understanding of, the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, and successfully foster and support an inclusive educational and working environment.

DESIRED QUALIFICATIONS

An earned doctorate from an accredited institution.

Three years progressively responsible administrative experience including leadership and senior management experience.

Experience working in a California community college environment with education centers/extended sites and collegial consultation.

KNOWLEDGE AND ABILITIES:

The successful applicant will have a demonstrated and progressive track record in the administration of instructional programs in higher education. This background should be evidenced by recent and proven experience, knowledge and abilities in:

- Leadership in developing, implementing, supervising and evaluating a broad range of instructional programs at an institution of higher education.
- Champion values of educational excellence through equity, diversity, inclusion, and belonging both internally within the college and externally among community stakeholders.
- A proven track record of meeting the needs of culturally, ethnically, and economically diverse faculty, students and staff.

- Leading through a lens of equity and race consciousness.
- Leadership in developing, implementing, supervising and evaluating a broad range of instructional programs at an institution of higher education.
- Leadership in developing and implementing enrollment management processes, class schedules and catalog development.
- Understanding and commitment to culturally responsive or equity-minded teaching.
- Developing and administering instructional program budgets, including external grant funding.
- Knowledge and application of antiracist mediation and/or conflict resolution strategies and methods; skill in mediating disputes between students, staff and students, staff and students/ parents and community representatives.
- Applying local, state and federal regulations to college instructional programs, including accreditation.
- Working with college participatory governance groups in a collective bargaining environment.
- Developing partnerships with business, industry, education and the community, and seeking alternate funding resources appropriate for a dynamic college.
- Ability to supervise, mentor and evaluate instructional faculty, classified professionals and administrators.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

1. Indoor office work environment
2. Driving to various locations inside and outside of the district.

Revised: April 2022