

	Position: Vice President of Student Affairs	Position Number:
	Department/Site: Student Affairs	FLSA: Exempt - Administrative (Educational Administrator)
	Reports to: Superintendent/President	Salary Range: I(a)

DEFINITION

Under administrative and general policy direction, provides highly responsible and complex management assistance to the District Superintendent/President in coordinating and directing District-wide and division programs and services that enhance student and staff success, achievement, and retention; assists the District Superintendent/President in executing the long-term vision for the District in collaboration with faculty, staff, and administrators; provides leadership to all District student affairs service areas to enable staff to effectively and efficiently maximize available resources; ensures quality services provision to the students and the community; coordinates assigned activities with other District divisions, officials, outside agencies, and the public; fosters cooperative working relationships among District divisions and with intergovernmental and regulatory agencies and various public and private groups; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative and general policy direction from the District Superintendent/President. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. Exercises general supervision over professional, technical, and clerical staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This executive management classification oversees, directs, and participates in activities of the District’s operations, including short- and long-term planning, policy development and administration, and enforcing all District codes, rules, and regulations. The incumbent regularly interacts with the District Superintendent/President and division representatives in obtaining and coordinating projects, programs, and information. Successful performance of the work requires knowledge of district rules, regulations, programs, and activities, including the role of an elected Board of Trustees and the ability to develop, oversee, and implement projects, programs, and services in a variety of areas. Responsibilities include coordinating the activities among all District divisions and managing and overseeing the complex and varied programs, projects, and activities of assigned function. The incumbent is accountable for accomplishing District-wide planning and operational goals and objectives within general policy guidelines.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

The District reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Administrators can be assigned to work at any district location or learning site and in some cases can be assigned to multiple sites.

...es and enhance systems and staff performance.
 development and administration of the Student Affairs division budget;
 ons related to budgetary decisions; directs the forecast of additional funds
 aterials, and supplies; directs the monitoring of and approves expenditures;
 s as necessary.

Provides guidance and direction to management staff to coordinate and direct programs and services; meets with management staff to identify and resolve organizational and operational problems both within and between student service areas; ensures the successful completion of programs and services.

Contributes to the overall quality of the District's service provision by developing, reviewing, and implementing policies and procedures to meet legal requirements and District needs; monitors and evaluates th

Theories, principles, and practices associated with higher education curricula and instruction, student support

Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
Establish and maintain a variety of filing, record keeping, and tracking systems.
Operate modern office eq