



Executive Vice Chancellor, Education and Technology

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Exempt	Officials & Administrators	Contract Administrator	Contract	11/14/13	Contract Administrator	1 of 2

DEFINITION: Under the general direction of the Chancellor, the Executive Vice Chancellor, Education and Technology provides leadership and administrative oversight of all aspects of planning, instructional and student services, international education, research, and technology services in the District. The position serves as a member of Chancellor’s Cabinet and fosters a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the District.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS:

- Serves as the chief advisor to the Chancellor on strategic matters related to planning and education and technology issues and other administrative needs.
- Oversees the development and implementation of the District instructional, technology, and student services policies and procedures, and participates in the formulation of organizational objectives, plans and strategies in accordance with the District’s mission.
- Implements processes, strategies and feasibility planning to ensure resource development needs are appropriated to achieve the District instructional and student services results.
- Manages, integrates and provides leadership for a variety of District instructional services to ensure the viability and legality of educational programs.
- Provides oversight and coordination of District accreditation activities.
- Promotes, encourages, and facilitates the development, growth, and maintenance of workforce development programs across the District.
- Facilitates collaboration among the college academic, career technical education, fee-based community services and contract education programs. Provides oversight of the District’s international education and study abroad programs.
- Provides coordination and support for student services programs across the District.
- Provides effective leadership in student dispute resolutions, investigations, and disciplinary actions.
- Represents the District in legal actions.
- Provides leadership for strategic planning efforts, collaboratively develops a district-wide strategic plan and facilitates a strategic planning process.
- Coordinates college and District research efforts.
- Provides coordination, development, and support in academic computing, telecommunications, distance education, administrative computing, computer networks, software acquisition and maintenance.
- Ensures well-trained information technology staff at the college and District levels to ensure the ability to meet critical deadlines and prepare staff for emerging technologies.
- Develops innovative funding methods for technology and opportunities for partnerships.
- Develops effective administrative support systems to promote foundations, grant-writing, auxiliary services and other



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initiatives.

Administers district-wide grant writing initiatives including development of proposals, implementation of grants and identification of special funding opportunities.

Ensures continuous improvement of administrative services through re-engineering, organizational change management, new technology solutions, assessment of best practices, and feedback from internal users and external customers to increase productivity and effectiveness.

Reviews pending legislation, legal mandates, regulations, and guidelines which may affect District programs, functions and activities.

Complies with all District, county, state and federal requirements.

Represents the District on local, state, and national committees as required.

Performs other duties assigned or delegated by the Chancellor.

REPORTING RELATIONSHIPS:

The Executive Vice Chancellor, Education and Technology reports directly to the Chancellor.
The education and technology teams report to the Executive Vice Chancellor, Education and Technology.

MINIMUM QUALIFICATIONS:

An earned master's degree from an accredited college or university, or the equivalent.

Five years of senior management experience in instruction, technology, student services, or a related field.

Demonstrated sensitivity to, and knowledge and understanding of, the diverse academic, socioeconomic, gender, cultural, disability, and ethnic backgrounds of the students served by the District, and sensitivity to, and knowledge and understanding of, groups historically underrepresented, and groups who may have experienced discrimination.

Adopted: 10/09/13