
The Board of Trustees and the Chancellor of the Coast Community College District
invites applications and nominations for the position of

Vice Chancellor of Educational Services and Technology

DEFINITION: Reporting directly to the Chancellor, the Vice Chancellor of Educational Services and Technology provides vision and leadership for the strategic planning, development, implementation, and support of information and learning technologies for instruction, student services and administrative and operational systems. The Vice Chancellor of Educational Services and Technology also serves as the chief academic and student services officer for the District. This high-level position plans, organizes, administers, reviews, and evaluates District-wide programs encompassing instructional and student services and information technology in accordance with the District's educational master plan.

PERFORMANCE RESPONSIBILITIES: Duties may include, but are not limited to, the following:

- a. Develop strategic plans to enhance academic integrity of the educational and career technical programs of the District.
- b. Coordinate colleges' accreditation self study, reports and team visits.
- c. Develop, maintain, and support computing and communications services that balance centralized and decentralized management approaches to meet the technology needs of diverse academic and administrative users.
- d. Advise the Chancellor and the Board of Trustees regarding the use of technology to support and complement the District's mission and goals; identify needs and provide direction on how to meet the technology needs of the District.
- e. Assist in the coordination of the District master plan, including articulation of courses internally and externally.
- f. Interpret and carry out rules and policies of the Board of Trustees and the directives of the Chancellor as they affect the educational and technology programs and policies of the District.
- g. Represent the District at meetings and conferences called by educational institutions and state and federal agencies.

- h. Provide administrative leadership of the District international education, grants, institutional research and career technical education.
- i. Consult with and advise appropriate District and College personnel to determine technology solutions to address needs and identify appropriate resources to meet those needs.
- j. Interpret, refine, update, and implement the District Technology Plan in consultation with appropriate administrators, faculty and staff.
- k. Provide coordination for state and federal reports relative to instruction and student services.
- l. Participate in the District's policy review process, including review and revision of current policies and the development of new policies.
- m. Work collaboratively with faculty, staff, and administrators to develop, maintain, and support computing and communications services to facilitate student access and success.
- n. Participate in Board workshops and meetings, as needed.
- o. Serve as a member of the Chancellor's staff, Cabinet, and other committees designated by the Chancellor.
- p. Under the direction of the Chancellor, serve as a liaison between the Board of Trustees, Vice Chancellors, College Presidents, and administrative staff.
- q. Lead the division toward the attainment of aspirational and stretch goals.
- r. Initiate partnerships and linkages to business and industry to enhance the acquisition, access, and efficient use of technology resources.
- s. Ability to conduct effective public presentations.

Minimum Qualifications

- A Master's degree from an accredited institution and one year of formal training, internship, or leadership experience reasonably related to the administrative assignment;
- Or a combination of education and experience that is at least equivalent to the above. (Candidates making application on the basis of equivalency must submit an Equivalency Determination Form in addition to all other required materials.)
- Be sensitive to and understand the diverse academic, socioeconomic, cultural, disabled, and ethnic backgrounds of community college employees and students.

DESIRED QUALIFICATIONS:

1. Earned Doctorate from an accredited institution.
2. Three (3) to Five (5) years of formal training, internship, or leadership experience reasonably related to the administrative assignment.
3. Five (5) years of postsecondary teaching experience preferably in an accredited, comprehensive community college.
4. Knowledge of local, state, and federal laws related to education generally, and community colleges specifically.
5. Experience working harmoniously with students, staff, faculty, Academic Senate, employee organization groups, labor unions and a Governing Board.
6. Experience working with local and/or state legislative bodies, governmental agencies and accrediting agencies.
7. Demonstrated leadership by achievement in institutional management and development, contributions to local, state, and national educational organizations.
8. Demonstrated commitment to participatory governance and collaborative decision making.
9. Knowledge of California community college curriculum and instructional programs.
10. Postsecondary administrative experience in education, including administrative responsibilities over a line/staff organization.
11. Demonstrated success in participatory management, leadership, decision-making, and communication.
12. Evidence of strong communication skills.
13. Demonstrated experience in improving student success through data analytics.
14. Demonstrated a commitment to student support and services.

DESIRED ATTRIBUTES:

15. Candidate will be futures oriented and prospective in their outlook.
16. Demonstrate a high level of analytical and reasoning skills.
17. Be committed to constituent service (internal and external.)
18. Embrace non-traditional and non-standard approaches to challenges.

APPLICATION PROCEDURES

In order to receive consideration, applicants must submit a complete application packet consisting of the following four (4) documents:

- **Candidate Summary Page** - A one-page synopsis of your professional career;
- **Letter of application** that succinctly addresses the major responsibilities and desirable qualifications identified in the position profile and how your experience and professional qualifications prepare you to serve the needs of the District (not to exceed 5 pages);
- **Current resume** including an e-mail address and cellular telephone number (preferably not to exceed 7 pages);
- **Reference list** with the names, home and business telephone numbers, and e-mail address of eight (8) references: three (3) supervisors, two (2) direct-reports, and three (3) faculty members or the equivalent from current or former institutions.

The required documents will be the only application information considered in the process and are to be sent electronically in Word format to: VCEdTech@cccd.edu

All submitted materials become the property of the Coast Community College District. The District will not return or make photocopies of application materials. It is the applicant's responsibility to make photocopies for their personal records and ensure that the application packet is complete when submitted.

Nominations and applications will be accepted until the position is filled. However to ensure full consideration, applications should be submitted for receipt no later than **January 31, 2012.**

For confidential inquiries, nominations or information contact:

District Search Liaison
Shannon O'Connor
Manager, Recruitment & Staff Analysis
Coast Community College District
(714) 438-4713
shannon@cccd.edu

The Coast Community College District is an Equal Employment Opportunity Employer.