## Vice President of Instruction - Modesto Junior College

### Posting Details

### Position Information

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<td>Benefits</td>
<td>Benefits: The District currently pays for a health option for the employee and dependents. Employees may elect to pay a premium for a higher health option. Vision care and dental insurance premiums for the employee and dependents is District paid. Income protection and life insurance premiums for the employee are also District paid.</td>
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### Position Summary Information

Yosemite Community College District invites interest in the position of Vice President of Instruction, Modesto Junior College:

**DEFINITION**

Provides leadership for the instructional programs of the college, including transfer, basic skills, career technical education (CTE) and degree-related courses and programs.

**SUPERVISION RECEIVED AND EXERCISE**

Receives general administrative direction from the MJC President. Provides direct supervision to instructional deans, professional and technical staff.

**MINIMUM QUALIFICATIONS**

Educational:

Master’s Degree from an accredited institution AND three years of leadership experience related to this administrative assignment Earned doctorate preferred.

**OPPORTUNITIES, CHALLENGES AND CHARACTERISTICS:**

THE NEW VICE PRESIDENT OF INSTRUCTION AT MODESTO JUNIOR COLLEGE WILL FIND THE FOLLOWING OPPORTUNITIES TO:

**OPPORTUNITIES, CHALLENGES AND CHARACTERISTICS:**

THE NEW VICE PRESIDENT OF INSTRUCTION AT MODESTO JUNIOR COLLEGE WILL FIND THE FOLLOWING OPPORTUNITIES TO:
• Oversee state-of-the-art educational programs offered in several new buildings and remodeled teaching spaces. The College must be more efficient in the scheduling of these spaces to improve the Capacity/Load ratio at the state.
• Work at a highly respected college with nearly 100 years of service to the community.
• Provide leadership for the continued evaluation and improvement of academic and vocational programs seeking to maintain very high quality.
• Work closely with a highly professional leadership team, including other vice presidents, instructional deans, and district leadership.
• Work creatively with MJC foundation, alumni, donors and industry partners.
• Participate in a wide variety of campus activities and events.

THE NEW VICE PRESIDENT OF INSTRUCTION AT MODESTO JUNIOR COLLEGE WILL FIND THE FOLLOWING CHALLENGES:
• The College is scheduled for an accreditation site visit in October.
• The new vice president must bring an aura of confidence and stability to the institution.
• The new leader will need to build upon a culture of trust and support for the mission of the college and the focus of student learning.
• A refreshed Educational Master Plan will need to be implemented, assessed, and tied to decision-making and budget allocation.

THE NEW VICE PRESIDENT OF MODESTO JUNIOR COLLEGE WILL POSSESS THE FOLLOWING CHARACTERISTICS:
• High degree of professionalism and integrity.
• The propensity to celebrate faculty and staff excellence and give credit to employees whenever and wherever it is due.
• A good sense of humor.
• Ability to write and speak well.
• Ability to multitask.
• A high tolerance for ambiguity, given the state funding and the changing legal environment of California.
• The ability to work in existing cross-district teams, cooperate with other administrators, and provide solid leadership for the MJC Instructional Team.
• An understanding of data, metrics, and the use of evidence to support decisions.
• The habit of addressing classified staff with recognition and respect for their contributions to the college.
• The ability to run efficient and productive meetings and workshops, remaining mindful of the time constraints of others.
• An understanding of and commitment to participatory decision-making.
• The ability to celebrate operating with an Open-Door policy.

EXAMPLE OF DUTIES:
• Organize and administer the instructional and academic support programs of the college; supervise and coordinate the work of instructional deans and the various instructional programs offered day and evening, both on and off-campus. Provide recommendations for more effective distribution of courses.
and services to best meet the needs of the community.

• Establish instructional goals and objectives consistent with the college mission and vision; initiate and participate in program planning and provide direction for on-going program review and evaluation, including student learning outcomes assessment. Lead the college in the measurement of institutional effectiveness.

• Coordinate instructional support with Student Services to assure student success.

• In cooperation with the Academic Senate, coordinate and participate in the curriculum development process; evaluate and recommend revision of the college’s curricula and courses to ensure integrity and quality of instruction. Provide support for instructional faculty by facilitating professional development opportunities.

• Develop annual budget recommendations according to established procedures; allocate, monitor and control assigned program budgets and expenditures. Implement cost savings processes.

• Assess needs for new instructional programs/services and direct the development of such programs in accordance with established guidelines and budgets. Regularly assess program viability through Program Review and other processes to maintain relevance and excellence.

• Communicate instructional program objectives and offerings to students and potential students, faculty, community members, organizations, college staff and others.

• Implement District performance evaluation procedures for faculty and for appropriate classified staff; promote and facilitate a program of staff development for academic personnel. Provide suggestions for improving existing process for the evaluation of academic and support staff. Oversee and assure the regular evaluation of adjunct faculty by division deans.

• Direct development of the annual college catalog and the college schedule of classes each semester and summer session.

• Head the enrollment management efforts to achieve the FTEs target for each year, whether growth or reduction. Monitor class enrollment data closely during the beginning of each academic term.

• Serve as a member of College and District administration, and with other professional agencies to assure coordination of activities.

• Provide leadership and coordination for the Dean’s Cabinet.

• Serve as the institution’s Accreditation Liaison Officer and provide overall leadership for accreditation self-study and meeting of standards. Serve as a resource person during the self-study process and help prepare for and coordinate reaffirmation and other accrediting visits.

• Coordinate the development of the academic calendar and semester schedule of courses.

• Serve as the primary contact with federal, state and local agencies in all matters relating to instructional and special programs. Work cooperatively and develop partnerships with business, industry, foundations, government, schools, colleges, and other organizations in the planning and implementation
of educational programs and services.
• Provide leadership in the development, implementation and evaluation of new instructional and learning assistance and student development programs to meet the changing learning needs of students.
• Participate in college fund-raising efforts and encourage deans and faculty to generate outside resources for their programs.

Licenses and Certificates
MUST POSSESS A VALID CALIFORNIA DRIVER’S LICENSE

DESIRABLE PROFESSIONAL CHARACTERISTICS:
• Successful college administrative experience in one or more of the following areas: university transfer curriculum, vocational education, or basic skills education.
• Ability to create partnerships between different departments on campus and within the community.
• Understanding of the process of participatory governance.
• Broad instructional experience.
• Effective written and oral communications skills.
• High degree of tact, professionalism, courtesy, and integrity.
• Understanding community college student preparation and corresponding pedagogy.
• Sensitivity to and interest in the academic growth and success of community college students, faculty and staff (Assembly Bill 1725; Education Code 87360).

Desirable Professional Characteristics
• Familiarity with distance learning technology and pedagogy.
• Mobility: ability to sit for long periods, move about an office, move frequently about the college campuses, travel to off-campus meetings, stand regularly, reach above and below desk level.
• Dexterity: fine manipulation sufficient to operate a keyboard, handle individual papers, write and take notes.
• Lifting: occasional lifting of papers, files, equipment and material weighing up to 40 pounds.
• Visual Requirements: close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
• Hearing/Talking: ability to hear normal speech, speak and hear on the telephone, and speak in person.
• Emotional/Psychological Factors: ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments. Ability to deal with time constraints, faculty, staff, and student complaints, and emotional pressures.
• Mobility: ability to sit for long periods, move about an office, move frequently about the college campuses, travel to off-campus meetings, stand regularly, reach above and below desk level.
• Dexterity: fine manipulation sufficient to operate a keyboard, handle individual papers, write and take notes.
• Lifting: occasional lifting of papers, files, equipment and material weighing up to 40 pounds.

Physical and Mental Standards
• Visual Requirements: close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently. • Hearing/Talking: ability to hear normal speech, speak and hear on the telephone, and speak in person. • Emotional/Psychological Factors: ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments. Ability to deal with time constraints, faculty, staff, and student complaints, and emotional pressures.

12 month contract position.

Applications are accepted online only at:
https://www.yosemite.edu/recruitment/employmentopportunities/
Select Job Openings, Select Search Jobs, Select Job Title, Create an account and Apply to this job.

NOTE: Required documents are to be attached to the online application. To attach successfully individual documents may not exceed 5 megabytes. The following is required to make application:
1. An online YCCD Application
2. A personal letter of application.
3. Resume or vita.
4. Unofficial transcripts.
5. List of references* (to be attached under “Other” in the applicant document section of the online application)

*The names and business, home and cellular telephone numbers of nine references: two supervisors, two subordinates (including one classified or support staff), two faculty members, one student, and two business or community leaders. (Applicants from sectors other than higher education will submit comparable references.) References will not be contacted without the applicant’s permission. Candidates will be required to sign a release form to authorize reference checks. Employment history, degrees obtained, and other certifications/accomplishments will also be verified.

SELECTION PROCEDURES
Submission of your application materials by January 19, 2017 will secure consideration for first review by the Search Committee, however, this position is open until filled. Application packages are to be submitted online as outlined below. Selection procedure will include application screening, preliminary interview with Screening Committee, on-campus forum, and final interview with president.

Official offer of employment may be extended only by the Chancellor or Vice Chancellor, Human Resources.
It is expected that the Vice President of Instruction will join the District on March 9, 2017.
Federal law requires that the district employ only U.S. citizens and aliens authorized to work in the United States. Written verification of employment eligibility is required.

The District may hire more than one applicant with this applicant pool.

A background investigation of new employees is required, including reference checks and a state criminal history report. The cost for the criminal history report will be the responsibility of the successful candidate.

Posting Detail Information

**Open Date** 12/22/2016  
**Close Date** 02/12/2017  
**Open Until Filled** No

Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. * Are you a U.S. Citizen?  
   - Yes  
   - No  
2. * If you are not a U.S. citizen, are you legally authorized to work in the U.S.?  
   - Yes  
   - No  
   - I am a U.S. citizen question does not apply  
3. * Do you possess the Master's degree or the Bachelor's/Master's degree listed in the Minimum Qualifications for this position?  
   - Yes  
   - No- If No, applicant must submit an Equivalency Form to be considered for this position. The form, policy, and procedures can be found at http://www.yosemite.edu/hr/documents.htm

Applicant Documents

Required Documents

1. Resume / Curriculum Vitae  
2. Cover Letter  
3. Unofficial Transcript  
4. List of Professional References

Optional Documents

1. Other
Guest User
There is no guest user set up for this posting.
Ranking Criteria