

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

DRAFT
VICE CHANCELLOR,
EDUCATIONAL SUPPORT, ADVANCEMENT & TECHNOLOGY

Formatted: Font color: Auto

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.

SUMMARY DESCRIPTION

Under the general direction of the Chancellor and in collaboration with college constituencies and business and community leaders, the Vice Chancellor of Educational Support, Advancement & Technology, plans, directs, develops and administers strategies for all educational support services, economic and workforce development, ~~districtwide~~ institutional advancement including grants and resource development, broadcast media systems, and information technology functions to support and promote student success in the San Bernardino Community College District (District). Responsibilities include, but are not limited to, planning, budgeting, acquisition, resource allocation, and broad vision and leadership in: ~~Districtwide-District~~ research, planning and institutional effectiveness; administrative oversight of broadcast media systems, including KVCR (Empire Network) Television (PBS), Radio (NPR), First Nations Experience (FNX) Network, and digital media (Empire & FNX Digital) operations; district foundation advancement and ~~districtwide~~ resource development initiatives, grants administration, and strategic partnerships; economic, workforce, and community development planning, development, marketing, delivery, coordination and management of customized training, contract education, entrepreneurship, innovation, and maker programs funded with Statewide Initiatives, Employment Training Panel (ETP), Workforce Innovation & Opportunity Act (WIOA), corporate foundation, and other applicable, competitive grant sources; and accountability for the development and instructional integrity of distance education platforms, instructional and administrative applications, technology infrastructure (telecommunications services, networks, cloud and server operations, and security and emergency systems), and district printing services. Serves as the Chief Workforce Development Officer and Chief Technology Officer for the District, and advises District management and constituencies on economic and workforce development matters and statewide initiatives, grants planning and acquisition, effective utilization of broadcast media applications and resources, and information, educational, and administrative applications technologies.

EXAMPLES OF DUTIES

Administers the Division, through subordinate executive directors, the District's *Educational Support* services encompassing research, planning and institutional effectiveness; the District's *Advancement* services comprised of resource development, grants administration, and strategic partnerships; and the District's *Technology* resources including broadcast media services, telecommunications programs, centralized computer services functions, and information technology.

Educational Support:

1. Works collaboratively with faculty, staff and administrators districtwide in developing, maintaining, and supporting educational services to facilitate student access and success.
2. Provides overall leadership to the District in educational support, planning, development, and innovation, including distance education; program review; research and strategic planning; and accreditation.
3. Promotes, encourages and facilitates educational support in the research, planning and implementation of career technical education in support of the District colleges and local, regional, state and national business and industry groups.
4. Facilitates the development and implementation of the District Strategic Plan and provides leadership and direction to the District's institutional research and strategic planning, including effectiveness services.
5. Develop measurements and accountability strategies for major district programs and services and coordinates program outcomes.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Vice Chancellor, ESAT (continued)

6. 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.
7. Participates in the program review and budgeting processes; ensures that the budget development process is responsive to the objectives developed during strategic planning.
8. Provides leadership in researching, planning and supporting career technical education and workforce development programs districtwide.
9. Initiates, supports and maintains effective partnerships with K-12, business, industry, governmental agencies and other postsecondary institutions to enhance the acquisition, access, and sharing of resources to support student success districtwide.
10. Implements District and State policies regarding technology and educational services to ensure that the services offered are of the highest possible quality, meet the educational needs of the greatest number of students, and are provided at the most reasonable cost.
11. Coordinates and provides direction liaison with educators, administrators, funding agencies, students, faculty, staff, administration, alumni, industry and the community to facilitate effective utilization of technology and educational services.
12. Chairs and/or serves as a member of appropriate instructional committees working with SBVC and CHC including faculty senates in the development and administration of long-range strategic, fiscal and educational plans for technology and educational services.
13. Represents the District in relationships and associations with other agencies and institutions regarding college-level technology and educational services including evaluation and development of proposals for the effective use of technologies to further the mission and goals of the District and its campuses with its community partners.
14. Provides leadership for strategic planning, organization, development, marketing, delivery, and management of all economic and workforce development training programs, including industry-recognized, customized contract training offered to private businesses, community-based organizations, and public sector agencies.
15. Interacts with public and private employers to assist in the development of comprehensive training contracts, assessments, performance improvement solutions, and short-term professional development programs, seminars, and workshops for delivery at the District Office, Applied Technologies Training Center (ATTC), Professional Development Center (PDC), the colleges, and at off-campus sites.
16. Serves as the District signatory and liaison with the California Community Colleges Chancellor's Office (CCCCO) for the Strong Workforce Program and the Career Technical Education Act (CTEA) Perkins Grant Program.
17. Provides leadership in promoting student access through the application of broadcast media services into District and College marketing initiatives, and integration of broadcast media resources into applicable college instructional programs and settings to promote student success through student internships and employment in media productions, operations, and programming.
18. Ensures college faculty, staff and administrators are provided technical consultation and advice to capitalize on broadcast media systems, resources, and technologies to enhance student learning and success.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Vice Chancellor, ESAT (continued)

19. Participates in local, regional, and state activities related to educational services and support to promote student access and success in the San Bernardino Community College District.
20. Serves as the Chair of the District Economic & Workforce Development Coordinating Committee.

Advancement:

21. Coordinates implementation activities of District resources and revenue generation ventures related to grant development, special projects, strategic partnerships, and resource development initiatives.
22. Provides leadership to the District's fee-based, community education, and contract education programs to ensure relevance with regional customer and business demands and economic trends.
23. Coordinates all aspects of Districtwide grants research, concept development, planning, and application development in consultation with faculty, staff, administrators, and grant writing resources; may monitor grant project implementation for compliance and provides technical assistance to District and College leadership in grant project administration.
24. Initiates and administers innovation and entrepreneurship initiatives with regional and statewide stakeholders as part of grant- and donor-funded projects, such as District-level makerspace and business startup, incubator and accelerator initiatives that promote access to college career technical education programs.
25. Coordinates with District-level foundations and District leadership through engagement, development, and cultivation of strategic business and corporate partnerships to ensure District-level collaboration in fundraising, advancement and development efforts in support of student access and success.

Technology:

26. Interprets, refines, updates, and implements the District Technology Strategic Plan in consultation with applicable faculty, staff, and administrators.
27. Develops and recommends short and long term plans, policies and procedures covering all areas of Information Technologies Services in the District.
28. Develops, maintains, and supports computing and communications services that balance centralized and decentralized approaches to meeting the technology needs of academic and administrative users.
29. Advises the Chancellor and the Board on how technology supports and complements strategic decisions and the direction of the District to achieve its mission.
30. Develops and implements strategies for disaster security and recovery for technology; interface plan with the District's Disaster Preparedness Plan.
31. Works collaboratively with faculty, staff, and administrators to develop, maintain, and support computing and communications services to facilitate student access and success.
32. Initiates partnerships and linkages to business and industry to enhance the acquisition, access, and efficient use of technology resources.
33. Directs through subordinate directors, the District's telecommunications programs and other centralized computer services functions.
34. Coordinates and provides strategic direction to the ongoing development rollout of a central administrative application (Datatel).

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Vice Chancellor, ESAT (continued)

35. Through subordinate managers, manages the central help desk for the District.
36. Oversees the state funded projects and grants, including the Alternate Text Production Center and EduStream.
37. Maintains a comprehensive Catalog of Services for all services provided by the technical areas of the District including service level agreements.
38. Develops and maintains technology related planning documents of the District, including the Information Technology Communication Plan and Security Plan.
39. Ensures effective project management methodologies are used in the selection, prioritization, and implementation of all technology related projects.
40. Ensures the effective use of an IT participatory governance model for all aspects of planning that is related to the District Technology Strategic Plan and other IT related planning initiatives.
41. Oversees the development and maintenance of District websites.
42. Anticipates, prevents and resolves difficult and sensitive inquiries, conflicts and complaints.
43. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operational characteristics, services, and activities of (1) educational support services, including research, planning, institutional effectiveness, and accreditation; corporate training, professional development training programs, and economic and workforce development programs, including Strong Workforce Program, CTEA Perkins, and WIOA; (2) advancement services, including grants research, planning, acquisition, project implementation and administration; fundraising, resource development, and strategic partnership development; and (3) technology resource management, including broadcast media systems applications and information technology and administrative applications.

Principles and practices of program development and administration.

Principles and practices of budget preparation and administration.

Principles of leadership, supervision, training, and performance evaluation.

Pertinent federal, state, and local laws, codes, and regulations relating to educational support, economic and workforce development, advancement and resource development, broadcast media systems, and information technology.

Ability to:

Oversee and participate in the management of comprehensive educational support, economic and workforce development, advancement and resource development, broadcast media systems, and information technology functional areas.

Assemble, analyze, and interpret data, and make appropriate recommendations for educational support services, economic and workforce development programs, advancement and resource development, broadcast media systems, and information technology applications.

Oversee, direct, and coordinate the work of lower level staff.

Participate in the selection and recommendation, supervision, training, and evaluation of staff.

Participate in the development and administration of goals, objectives, and procedures for assigned area.

Gather and analyze data and situations and make appropriate decisions.

Prepare and present comprehensive, concise, clear oral and written reports.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

Vice Chancellor, ESAT (continued)

recommendations in support of goals.

Interpret and apply California Education Code, Title 5, federal, state, and local policies, laws, and regulations as it relates to the position.

Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.

Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.

Provide leadership based on ethics and principles as they relate to educational support, advancement, and broadcast media, and information technology functions and operations.

EDUCATION AND EXPERIENCE GUIDELINES

REQUIRED QUALIFICATIONS:

Education/Training:

A Master's Degree in business administration, public administration, organizational development, education, instructional technology, or a related field.

Experience:

1. A minimum of four (4) years of increasingly responsible experience in academic affairs, career technical education, economic and workforce development, resource development, instructional technology, information technology, or broadcast media systems, including two (2) years at a managerial level, preferably in a college, public agency, or governmental setting.
2. A sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and employees, including those with physical or learning disabilities.

PREFERRED QUALIFICATIONS:

1. Demonstrated knowledge of community college instructional services and academic affairs in California.
2. Doctorate from an accredited institution of higher education.
3. Experience working in an educational institution preferably a community college.

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.

Environment: Work is performed primarily in a standard office setting with extended periods of time viewing computer monitor.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in a normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Board Approved:

Management Salary Schedule Range: 26