



<b>Position:</b> Associate Vice President of Institutional Equity, Effectiveness, and Success	<b>Position Number:</b>
<b>Department/Site:</b> Institutional Equity, Planning, Research, and Effectiveness	<b>FLSA:</b> Exempt - Administrative (Educational Administrator)
<b>Reports to:</b> Superintendent/President	<b>Salary Range:</b> II

## **DEFINITION**

Under the direction of the Superintendent/President, provides highly responsible administrative and program leadership in a comprehensive institutional accountability program. Coordinates assigned activities with other District departments, including compiling and analyzing data to guide policy development, educational programming and student support services that ensures the District's commitment and responsibility to foster equitable and inclusive working and learning environments. Directs and coordinates District planning, assessment, and continuous improvement activities, provides input based on data and evidence to support student success, equity, inclusion and belonging through Guided Pathways; directs research and planning to achieve strategic goals and objectives, and ensure an integrated alignment of Diversity, Equity, Inclusion and Belonging (DEIB) across the District. The AVP is responsible for regional accreditation efforts, including reaffirmation, Quality Focus Essays, Substantive Changes, and periodic reports, as well as providing monitoring, tracking and support for specialized program accreditations. The AVP serves as the regional Accreditation Liaison for the District and performs related work as required.

## **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Superintendent/President. Exercises general direction and supervision over professional, technical, and administrative support staff.

## **CLASS CHARACTERISTICS**

This is a senior management classification that oversees, directs, and participates in all programs, services, and activities of the Office of Institutional Equity, Planning, Research, and Effectiveness, including short- and long-term planning and development, and administration of department priorities, procedures, and services. This classification provides assistance to the Superintendent/President in a variety of administrative, coordinative, analytical, and liaison capacities to support successful implementation of the District's student success, diversity, equity, inclusion and belonging goals and initiatives. Successful performance of the work requires knowledge of education policy and District priorities, goals, mission, and vision, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the office with those of other District divisions and outside agencies and managing and overseeing the complex and varied functions of the department, and serving as the District's Accreditation Liaison Officer. The incumbent is accountable for accomplishing planning and operational goals and objectives and for furthering District 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 locations and learning sites.*

- Maintain current knowledge of ACCJC accreditation standards, policies, guidelines and other expectations to serve as District's Accrediting Commission of Community and Junior Colleges (ACCJC) regional accreditation liaison officer (ALO); fosters positive and productive relations with the ACCJC and to the State Chancellor's Office.
- Provide consultation to the President's Cabinet regarding ACCJC accreditation, work to familiarize faculty, staff and the District community with ACCJC requirements, standards, policies and procedures. Recommend

development and modification of District-wide policies and procedures as they pertain to ACCJC accreditation, policies and guidelines.

- Lead the District's comprehensive reaffirmation efforts and help prepare for off-site and on-site accreditation visits. Oversee the development and facilitation of professional development sessions for administrative team involved in seeking, obtaining, and maintaining program accreditation or approvals from state and federal agencies, and or specialized program accreditation agencies. Provide appropriate web-based system support for program accreditation self-studies. Oversee curricular assessment and accreditation efforts in cooperation with key constituents.
- Lead the development of the District's strategic plan, including the strategic enrollment management plan, its implementation, and the assessment of the achievement of strategic plan goals.
- Oversee the strategic planning process; lead and coordinate District-wide strategic planning initiatives. Direct, coordinate, and oversee institution-wide assessment efforts and promotes alignment with the District's mission, vision, and strategic priorities.
- Develop, implement, manage, coordinate and lead the District's comprehensive institutional research program and services in a manner supporting participatory governance, data-driven decision making, professional development and continuous learning, performance and service accountability, access and inclusion for diverse communities and stakeholders, and the District's Educational Master Plan.
- Work collaboratively with District stakeholders to develop and deliver research and planning data, reports, assessments, and similar products to support the Board of Trustees, Superintendent/President, district divisions, and other stakeholders in strategic planning, program review, accreditation, student learning outcome assessment, and similar activities.
- Ensure that compliance with regional and program accreditation requirements include incorporated into the planning and assessment/evaluation processes at the District.
- Plan, develop, and assist in maintaining a District-wide performance dashboard of key metrics, support the development of similar dashboards and metrics for divisional strategic plans with an emphasis in diversity, equity, inclusion and belonging through collaboration with Information Technology and other divisions and departments.
- Present data and analysis to describe the District and its position in the higher education arena to internal and external audiences;
- Work with administrative units to improve access to and integrity of District data, including leadership of data governance in collaboration with the Information Technology Resources Office and enrollment management.
- Facilitate and serve on the District's participatory governance councils.
- Manage, develop, and administer the annual budget for the assigned area of responsibility; participate in identification of and application for external funding sources.
- Ensures compliance with local, state, federal, and accrediting reporting requirements
- Provide oversight for access to and appropriate, ongoing use of data in support of informing strategic initiatives and decisions. Actively grow the abilities and skills of the District in using data to measure attainment of strategic goals.  
Evaluate District progress towards strategic goals and objectives, collaborate with appropriate stakeholders to review, assess, revise, and implement action plans to achieve strategic goals and objectives, ensure an integrated alignment of Diversity, Equity, Inclusion and Belonging (DEIB) across the District.
- Ensure the timely preparation, maintenance, submission, and distribution of reports and records as required by federal, state, local, and District regulation and policies; provide routine and timely communications to the Superintendent/President, Board of Trustees, President's Cabinet, and District stakeholders of the status of assigned functions, programs, and services.
- Represent the District in local, state, and national committees, workgroups, and meetings.
- Plan, organize, direct, supervise, and lead daily operations in assigned areas of responsibility, including assigning job duties and work schedules, providing timely feedback on performance, conducting performance evaluations, assessing training and professional development needs for assigned staff and providing training

opportunities, participating in hiring and onboarding new staff, and participating in corrective and disciplinary processes with assigned staff.

- Review and recommend legislation and advocacy priorities impacting assigned areas of responsibility which could benefit the District and its students, faculty, and staff; maintain liaison with appropriate government agencies and local, State, and national organizations.
- Lead other operational areas and perform related duties as assigned.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

Principles of effective community college and higher education instructional programs, comprehensive student services, administrative operations.

Accreditation standards, processes, and reporting requirements.

Principles of strategic planning, internal and external environmental analyses, systems analyses, and related activities.

Relevant federal and state laws, and regulations.

Principles, practices, techniques, and trends used in the analysis and evaluation of instructional and student services programs at a community college district or higher educational institution.

Principles of effective, efficient, and equitable public administration and organizational management, leadership, and operations.

Lived experiences of students from diverse academic, socioeconomic, cultural, disability, gender, and ethnic communities.

Effective strategies to foster a climate of diversity, equity, inclusion and belonging.

Principles of effective participatory governance processes and engagement.

Effective communication methods, techniques, and modes to engage with diverse stakeholder communities

### **Ability to:**

Strategic planning, action, and leadership.

Communicating and gaining support for the District's mission, vision, and values.

Leading effectively through participatory governance and in collaboration with diverse stakeholders.

Define issues, analyze problems, evaluate options, develop sound conclusions, and make appropriate recommendations to the Chancellor and Board of Trustees within applicable laws, regulations, policies, procedures, rules, and effective business practices.

Communicate effectively through multiple modalities with diverse internal and external stakeholders.

Deliver formal and influential presentations.

Work collaboratively and professionally with faculty, staff, students, and stakeholders from diverse academic, socioeconomic, cultural, disability, gender identity, and ethnic communities.

Demonstrate cultural humility, sensitivity, and equity-minded leadership in working with individuals from diverse communities; model inclusive behaviors; and achieve equity in outcomes.

Contribute positively to a culture valuing diversity and promoting equity, inclusion, belonging, and accessibility; promote staff diversity, address equity gaps impacting students, and create an inclusive environment within assigned areas of responsibility.

Coordinate and provide leadership in evaluating, monitoring, and maintaining accreditation standards

Coordinate, facilitate, and provide leadership in institutional research and planning programs and operations.

Operate and effectively use office technologies and software applications, including general business platforms and technologies and enterprise resource planning systems.

Hire, onboard, train, evaluate, supervise, develop, and discipline assigned staff.

Organize, assign, prioritize, and guide work activities within assigned areas of responsibility and provide timely, effective feedback.

Read, interpret, and apply laws, regulations, policies, and guidelines impacting the effective, efficient, and equitable performance of the assigned areas and the District's comprehensive operations

Research, analyze, develop, and interpret policies and procedures impacting assigned areas of responsibility.

Learn from errors, determine appropriate corrective action, and prevent repeat occurrences.

Create a culture of shared accountability for effective performance within assigned areas.

### **Education and Experience:**

- A master's degree from a college or university accredited by a regional accrediting agency recognized by the United States Department of Education, and
- Four (4) years of administrative leadership experience in institutional assessment, research, and planning.

### **Licenses and Certifications:**

- None.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

### **ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.