

**Associate Vice Chancellor, Educational Services**  
**District Office**  
**Kern Community College District**  
**JOB DESCRIPTION**

## **Definition**

Under the direction of the Vice Chancellor, Educational Services, the Associate Vice Chancellor, Educational Services develops, plans, organizes and facilitates strategies related to student services and educational technology at the district, county, and state levels.

## **Examples of Duties**

1. Plan, organize, coordinate, manage and evaluate district-wide educational technology and student services programs in accordance with legal requirements and District policies.
2. Initiate studies and conduct analyses related to educational technology and student services to determine potential needs for new or modified programs and services.
3. Implement processes, strategies, and feasibility planning to ensure resource development needs are appropriated to achieve the educational technology and student services goals.
4. Research, investigate and implement opportunities to make use of federal and state funds to address district-wide educational technology and student service's needs.
5. Develop relationships with public and private organizations to advantage the district's interests in educational technology.
6. Provide strategic direction, leadership, and management to advance educational technology throughout the District.
7. Assist the College Vice Presidents in developing strategies to further strengthen the educational technology and programs of the District and Colleges by developing and fully deploying sources of support to advance this goal.
8. Actively participate in and support participatory governance components, activities, and other collaborative processes.

### Examples of Duties (continued)

9. Prepare reports and make presentations as necessary; assure the preparation, distribution, and maintenance of required reports, records, and files.
10. Serve as a member of the Chancellor's Cabinet.
11. Performs other duties assigned or delegated by the Vice Chancellor, Educational Services.

## **Qualifications**

- Master's degree from an accredited college or university.
- Minimum of five (5) years relevant experience in instruction, technology, student services, or a related field.
- Demonstrated sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds.

## **Knowledge and Abilities**

### Knowledge of:

- Educational technologies and student learning programs.
- Principles and practices of effective district state and national community college systems.
- Principles and techniques of editing, and proofreading.
- Techniques of preparing, producing, and disseminating information.
- District organization, operations, programs, policies, procedures, philosophy, mission, goals, and objectives.
- Instruction and operation systems.

### Ability to:

- Establish and maintain collaborative and cooperative working relationships with internal and external constituents.
- Understand and interpret applicable local, state, and federal laws, rules and regulations, including the State Education Code.
- Analyze and evaluate sensitive situations accurately, using good judgment to determine consequences and recommend effective courses of action. Knowledge and understand the community college process at the local, state and national levels. Communicate effectively in writing and orally.
- Establish and maintain effective and cooperative working relationships with others.
- Establish schedules and meet deadlines.
- Plan and implement an educational technology and student learning program.

## Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1

Often—51-75 percent = 3

Occasional—25-50 percent = 2

Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
4	Ability to work at a desk, conference table or in meetings of various configurations.
1	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
4	Ability to communicate so others will be able to clearly understand a normal conversation.
2	Ability to lift 10 pounds.
2	Ability to carry 10 pounds.
3	Ability to operate office equipment.

## Status/Rationale

This is a classified administrator position.

## Signatures/Approval

\_\_\_\_\_  
(Employee's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Supervisor's Signature)

\_\_\_\_\_  
(Date)

01/27/2016