

Position Description Questionnaire

Job Title:	Vice President, Instruction	Incumbent Name:	Kevin Rabineau
Department/Group :	Instruction	Job Category:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
Manager/Supervisor:	President		
Subordinate(s):	See attached chart		
Prepared By:	Mark O'Connell	Date Prepared:	July 17, 2018

Purpose of Job: Briefly state the job's primary purpose in two or three sentences. The purpose should describe how the job supports the organization.

As the senior academic officer, provide strategic vision and leadership for the College's Instructional Division. This includes comprehensive general education, transfer and career/occupational (Workforce Development) programs responsibilities include: provide quality curricula that meets current and emerging needs including ongoing design, delivery, evaluation of , set standards and ensure the hiring and development qualified faculty and staff to ensure quality instruction, guide deans, department chairs and directors in their planning and decision making, ensure effective and productive instructional assessment, manage budget processes, participate with external constituent groups, and provide vision for future instructional endeavors.

Major Accountabilities/Responsibilities of Job: Major Accountabilities are one sentence statements that summarize what the position is responsible for achieving.

Rank	% of Focus	Accountabilities
		Create an instructional environment that reflects an understanding of global trends in higher education and guide academic programs and curriculum development to ensure the university remains current and viable in the educational community. Lead divisional staff and faculty to achieve success in and ever changing educational environment. Provide clear direction, require accountability and results and develop faculty and staff to meet goals. Define and communicate a strategic path for the instructional division that aligns and moves the College's strategic plan forward. Implement decisions, processes and practices that balance meeting current needs while moving the division forward to meet rapidly emerging needs.
		Responsible for providing a strong Academic Cabinet that demonstrates sound decision making based on clear and consistent processes and guidelines. Lead this group to set a standard of collaborative decision making across departments and division. Provide strong change management leadership ensuring thoughtful but rapid adoption and implementation of programming and processes to meet learning needs in an ongoing climate of changing economic structures. Carry this standard through to other areas of instructional programming to increase student opportunities. Foster collaborative work amongst faculty and staff to identify and

		implement new programs, innovative teaching strategies, technology-driven curriculum, distance learning, professional development.
		Ensure that the Instructional division achieves student success through quality educational programs and experiences, meeting College goals, leading and ensuring ongoing Open Pathway accreditation from the Higher Learning Commission, and compliance with the Higher Education Opportunity Act. Enhance student success by developing the capacity of deans, faculty and staff to integrate leadership, collaboration, equity, inclusion and assessment throughout programs, initiatives and day-to-day activities.
		Demonstrate sound fiscal responsibility by ensuring data driven decisions in place to manage divisional budget. Seek out and implement alternative funding opportunities where possible ensuring alignment with College overall strategic planning and practices.
		Foster responsibility and engagement in meeting College goals and measureable outcomes by demonstrating collaborative leadership through shared governance structures, open relationships with union leaders, and partnerships with other divisions and staff. Maintain inclusive and open dialogues balanced with clear decisions and communications.
		Strengthen and expand relationships with area colleges/universities, school districts, government agencies, businesses, and community organizations to promote academic partnerships, scholarships, and resources. Ensure programs meet the current and future workforce needs of the community through collaboration with external stakeholders in the community including higher education institutions, K-12, employers, workforce and community representatives.
		Demonstrate and cultivate social justice, equity and inclusion by moving the organization from awareness to daily practice, along the continuum of diversity. Ensure processes and practices in place to recruit, retain and promote completion that ensure inclusivity of underserved populations.
		Implement and maintain a culture of assessment by ensuring a continuous improvement cycle is an integral part of operations at all levels of the Division. This includes all aspects from data collection and analysis, establishment and assessment of goals and standards, data based decision-making, identification of improvement strategies and tactics, implementation, measurement and adjustments.

Scope Measures: Provide scope metrics relevant to the role, as relevant.

(1) Total # of direct reports:

Dean of Arts & Sciences	1	Provide leadership for division		
Dean of Workforce Development	1	Provide leadership for division		
Director of Library	.5	Provide leadership for Library		
Manager, Student Success Strategies	1	Services to at-risk students		
Executive Assistant	1	Provide administrative support for the office of the VP		
Regional Centers	3	Provide leadership for geographic regional centers		

This accurately describes this position.

(2) Annual operating budget accountability: **13,889,174**

(3) Annual capital budget accountability:

Education, Training & Experience: Describe (1) the minimum level of education or training required for a new employee in your position; (2) special technical knowledge or courses that are necessary; and (3) the type and length of prior experience required to do your job fully.

(1) Minimum Education/Training: Ph.D., Ed.D. from an accredited institution.

(2) Special Technical Knowledge: Education, Leadership, Administration, or related field. It is helpful to have experience in both occupational and transfer education.

(3) Type and Length of Experience: More than seven years. Three or more years full time instructing experience in higher education, 3-5 years' experience at the Chair (or equivalent) level or higher

1. Proven record of effective problem solving skills at the interpersonal, group, functional and cross-organizational level. Ability to comprehend issues and translate them into solutions and facilitate implementation of the solution across the organization.
2. A master's degree from an accredited institution.
3. Five or more years administrative experience at the dean (or comparable) level or above.
4. Academic leadership experience in the community college environment.
5. Teaching experience in a higher education environment 90 credit hours (or equivalent) of college level teaching experience.
6. Experience working effectively with diverse populations. Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of community college students, including those with physical and/or learning disabilities.
7. Ability to review and analyze complex, multi-functional systems/ relationships.
8. Proven ability to increase student success.

Preferred but not Required

1. Demonstrated experience with Higher Learning Commission accreditation.
2. Demonstrated knowledge or proven ability to quickly learn KCC service areas unique needs and requirements.
3. Experience with a independent community college system.

Additional Information. List any information not included in your previous answers that would help someone better understand your position.

The VP should be able to collaboratively craft a vision for Instruction, and provide measureable goals for its work.

A strong set of communication skills are paramount to success as the VP for Instruction. The ability to negotiate, compromise, if necessary, and build consensus are critical.

MS Office or equivalent software, community college experience, instructional and institutional assessment experience, management of multiple academic disciplines. I would add to preferred "Excellent Human Relations Skills and Outstanding Communications Skills.