

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION
VICE CHANCELLOR OF EDUCATIONAL SERVICES**

GENERAL RESPONSIBILITIES

Overall responsibility to the Chancellor for the leadership, coordination and direction of a variety of District-wide programs and services including resource development, public affairs, economic and workforce development programs, institutional research and the District's child development centers. Serves as the Chancellor's chief of staff for District-wide planning and organizational effectiveness efforts including the assessment of the District's progress toward achieving its mission and strategic objectives. Serves as the Executive Director of the Rancho Santiago Community College District Foundation and performs other duties as assigned by the Chancellor. This is a classified position.

SPECIFIC RESPONSIBILITIES

RESEARCH AND PLANNING

Supervises staff assigned to institutional research and planning including the analysis of current and future educational trends, demographic changes, program outcomes, laws, regulations and policies applicable to District plans and programs. Coordinates district-wide efforts related to accreditation and the implementation, evaluation and improvement of the District's planning processes.

RESOURCE, ECONOMIC AND WORKFORCE DEVELOPMENT

Provides leadership in the identification and cultivation of alternative sources of funding to support the mission of the District and its colleges. Oversees the development of proposals for special programs and funding from state, federal and private sources. Supports college-based special projects and provides direct supervision for special projects managed at the District level. Assists and directs efforts to ensure compliance with funding source requirements.

CHILD DEVELOPMENT SERVICES

Oversees the District's child development centers to ensure compliance with all regulatory and licensure requirements. Provides leadership in the administration of collective bargaining agreements for teachers and staff assigned to the child development centers.

PUBLIC AFFAIRS AND PUBLICATIONS

Oversees the District's Public Affairs, Graphic Communications and Publications functions. Oversees the response to media requests and coordinates responses to information requests submitted under the California Public Records Act.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION
VICE CHANCELLOR OF EDUCATIONAL SERVICES (continued)**

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT FOUNDATION

Serves as Executive Director of the District foundation with responsibility for the development of programs and services that support the District's mission and goals. Organizes and facilitates the activities and meetings of foundation board and provides leadership in the development of public/private partnerships that enhance the foundation's operations.

COMMUNITY CONTACT/REPRESENTATION

Must be a highly visible leader seeking positions of significant leadership in community institutions and activities, as well as community support organizations and on state boards and committees to articulate, enhance and improve District programs, offerings, funding, assets, and educational leadership position and reputation on the local, state and national levels.

OTHER PROFESSIONAL RESPONSIBILITIES

- Serve as a member of the Chancellor's Cabinet and provide effective counsel and support for all matters affecting District operations.
- Provide leadership for District-wide committees and task forces related to planning, organizational effectiveness and other areas as assigned.

REQUIRED SKILLS AND QUALIFICATIONS

Minimum Qualifications: A master's degree and at one year of experience reasonably related to the assignment.

Desired Qualifications: At least five (5) years of progressively responsible administrative experience in planning and resource development, preferably in a public educational agency.

Required Skills: Ability to communicate effectively, resolve problems, analyze and apply laws, regulations and program specifications, plan and evaluate activities and programs, research, analyze, apply and articulate results, identify funding and program opportunities, procure and implement programs, build consensus, and supervise staff.