

**San Jose/Evergreen Community College District  
Academic Executive Management Job Description**

**Position:** Vice Chancellor, Educational Services and Planning

**Department:** Educational Services

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**POSITION PURPOSE**

Under policy direction, the Vice Chancellor, Educational Services and Planning develops and implements Districtwide instructional programs, educational support services, strategic planning, and leadership support for accreditation; oversees institutional research, strategic planning, accreditation, curriculum management, instructional effectiveness initiatives and other educational partnerships necessary to support the District's mission; serves as an advisor to the Chancellor and Board of Trustees on strategic matters related to educational program planning and administration; ensures District compliance with federal and state laws and reporting requirements; and performs other duties as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below exemplify the work of the classification and assigned duties may include work which is similar, related or a logical assignment to this class.

1. Assists the Chancellor in carrying out the policies and directives of the District's Board of Trustees.
2. Provides executive-level management and leadership for Educational Services and Planning division services, programs and operations; serves as a senior advisor to the Chancellor in matters pertaining to institutional effectiveness, statewide student success mandates, curriculum compliance, community educational partnership, strategic planning and Board policies; fosters and cultivates a workplace that values and supports employees and a culture of diversity, equity, inclusion and accessibility.
3. Serves as a member of the Chancellor's Executive Team, attends Board meetings and retreats and collaborates with members of the Executive Team in developing and implementing strategic plans and key strategic initiatives to achieve the District's mission, vision and goals.
4. Exercises executive leadership in formulating and executing instructional and support services policies and programs; directs the development and implementation of the District Strategic Plan; collaborates with college administrators in developing the college Educational Master Plans and Student Success Plans, ensuring organizational effectiveness; ensures compliance with state and federal laws and regulations, reporting requirements, Board policies, and regulations.
5. Plans, directs, and evaluates the work assignments and performance of division management and staff; interviews and participates in selecting employees; trains, counsels, and disciplines employees according to established policies and procedures.
6. Oversees and evaluates instructional program inventory; reviews and monitors the instructional and student support programs and common course list in collaboration with college Vice Presidents; plans, develops and implements improvements to achieve continuous quality improvement in education; serves as a resource to the District for educational planning, research, outcomes assessment, program review, improvement, and accreditation.
7. Through subordinate managers, oversees Districtwide institutional research; manages a repository and dashboard of institutional data to inform institutional decisions, determine priorities, programs and services offerings, position control and budgeting; directs the timely and accurate preparation of records, reports, summaries and projections of data related to instructional and student services, funding, and the implementation of short- and long-range plans; coordinates the completion of District reports for federal, state, and local agencies related to student success and support.

8. Develops and prepares the annual preliminary budget for Educational Services and Planning; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.
9. Serves as a resource to the District for educational planning, research, outcomes assessment and program review; ensures action plans and program review processes for academic and student support programs are completed and evaluated in a thorough and timely manner, and results are integrated into strategic staffing, facilities, and budgetary planning processes.
10. Provides leadership, coordination and support for Districtwide educational partnership programs including K-12 school districts, other community college districts, public and private postsecondary institutions, and the East San Jose Educational Partnership; confers and collaborates with campus Vice Presidents to support developing and evaluating student learning outcomes for all academic and support services programs; prepares reports and provides feedback to the Chancellor and District community.
11. Provides leadership support in the accreditation process; leads the colleges in coordinating ACCJC site visits including coordinating dates, schedules, and logistical reports; may act as the Accreditation Liaison Officer.
12. Reviews legislation, legally mandated regulations, and guidelines that may affect student support and academic affairs and advises the Chancellor and the Board of Trustees of findings; recommends appropriate changes in the organization and operating policies and procedures associated with educational services and planning.
13. Consults with administrators, employees and students on a variety of complex, sensitive and confidential organizational and employee-relations issues; mediates conflicts; resolves issues involving employee relations or contractual interpretations or disputes.
14. Leads and participates in participatory governance and collaborates with District committees, advisory groups, academic senate, classified leadership and other employee and student groups on a variety of institutional issues.
15. Attends Board meetings and District committee meetings; researches background information and prepares and presents agenda items and reports.
16. Performs other related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

1. Advanced principles, practices, and trends in academic affairs, instructional programming, support services and other related areas.
2. Advanced principles and practices of educational curriculum development, enrollment management, strategic planning, research and student services.
3. Advanced knowledge of the principles and practices of public administration, including long-range goal setting and strategic planning, program development, implementation and evaluation, project management, procurement and public records management.
4. Principles and practices of educational technology to further advance instructional programs and student services.
5. Theory, principles, methods and techniques of institutional and social science research applicable to community college institutional effectiveness, student learning outcomes and other key research initiatives.

6. Methodologies and techniques of statistical analysis using statistical research packages such as Power BI, STATA and Statistical Analysis Software (SAS).
7. Accreditation processes and standards of the Accrediting Commission for Community and Junior Colleges.
8. Federal, state and other applicable laws and regulations and District policies and procedures governing enrollment services including applicable sections of California Education Code, Title V, Title 5, Family Educational Rights and Privacy Act (FERPA).
9. The organization, functions, operations, policies and goals/objectives of the District and its colleges.
10. Theories and techniques of negotiation, mediation and conflict resolution.
11. Principles and practices of strategic planning.
12. Principles and practices of organizational improvement and culture change.
13. Board Policies, Administrative Regulations, Human Resources procedures and collective bargaining agreements.

**Skills and Abilities to:**

1. Plan, organize, control and direct the District's Educational Services and Planning functions.
2. Understand the needs and interests of multiple stakeholders and balance fulfillment of those needs with employee considerations and broad organizational, business, legal and economic issues.
3. Work collaboratively with the District Board of Trustees, Chancellor, other administrators, employees and the community to support the District's mission and Strategic Plan's goals, objectives, and priorities.
4. Provide data-driven strategic analysis, advice and policy support and develop solutions to complex issues.
5. Plan, direct and coordinate accreditation processes with multiple accreditation bodies.
6. Interpret and ensure compliance with partnership agreements and various state and federal laws, codes, rules and regulations related to higher education including the California Education Code and Title V.
7. Represent the District effectively to outside organizations and individuals and identify and respond to sensitive community and organizational issues, concerns, and needs.
8. Delegate authority and responsibility and ensure accountability for areas of responsibility.
9. Prepare and administer budgets and ensure accuracy of fiscal reporting.
10. Prepare and present clear, concise and comprehensive correspondence, reports, studies and other written materials.
11. Apply objective and fair assessments in decision making and personnel matters.
12. Select, motivate and evaluate managers, faculty and staff and provide for their training and professional development.
13. Develop and implement appropriate procedures and internal controls.
14. Operate a computer, standard business software and applications.

**Education and Experience:**

1. Master's degree in a related field from an accredited college or university.

2. Ten years of management experience in educational services, including two years at a senior management level and two years of experience leading accreditation, instructional programs and services.
3. Administrative experience in areas such as policy development, implementation and interpretation of laws relating to curriculum, program development and institutional research.
4. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.

**Required Qualifications:**

A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program or the ability to travel to other District campuses and locations.

**Desired Qualifications:**

1. Proven experience creating a positive working relationship with oversight Boards and collaborative governance structures.

**WORKING ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, subject to frequent interruption and intermittent exposure to individuals acting in a disagreeable fashion. The employee may be required to travel to locations other than assigned work site, and occasional evenings, holiday and/or weekend work may be required.

**Physical Demands:**

While performing the duties of this class, the employee is primarily in a stationary position and is required to move about the office to access office machinery, files, etc.; perform constant operation of a computer and other communication and office equipment; observe details at close range; and move or lift up to 10 pounds.

**Mental Demands:**

While performing the duties of this class, the employee is regularly required to accurately communicate information and other ideas so that others will understand using written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work independently and under intensive deadlines; and interact with District managers, staff, the public and others encountered in the course of work.

Board Approved: December 9, 2025

Salary Range: EM-2

EEO Category: 2B1- Executive/Administrative/Managerial