



Now Accepting Applications for:

# Vice President of Instruction



## OUR MISSION

Taft College is committed to creating a community of learners by enriching the lives of all students we serve through career technical education, transfer programs, foundational programs, and student support services. Taft College provides an equitable learning environment defined by applied knowledge leading to students' achievement of their educational goals.

## OUR VALUES

1. **Students** and their success.
2. A **learning** community with teaching excellence.
3. An environment conducive to **learning**, fairness, dialogue, and continuous improvement.
4. A communicative, collaborative, collegial, and **respectful culture**.
5. A **partnership** of students, faculty, support services, and community.
6. Innovation, **diversity**, creativity, and critical thinking.
7. Academic, financial, personal, and professional **integrity**.
8. Employees and their **professional development**.
9. A **transparent**, accessible, participative governance structure.

## ABOUT TAFT

Located in the Central Valley of California, in the heart of the Monterey Shale oil fields, 30 miles west of Bakersfield, Taft is a growing community.

**Taft** is centrally located and provides direct access to the world's fifth largest economy. With direct access to Interstate 5, Highway 99 and Highway 166, Taft is less than a two hour trip to Los Angeles and the Central Coast. Additionally, you can travel to San Diego, Sacramento and Bay Area in less than four hours.

**Taft College** offers 46 Associate Degrees, 12 that are Associate Degrees for Transfer that allow students to complete a bachelor degree in the California State University system. The College also offers 23 Certificates of Achievement and 21 locally-approved certificates. In addition, specialized education is available in career technical education programs in a variety of disciplines including Energy Technology, Early Childhood Education and Family Studies, and Dental Hygiene.



# Create Your Future With Us



## **ABOUT US**

Taft Junior College was established on August 30, 1922 as part of the Taft Union High School District, sharing a campus with the high school. The school title officially became Taft College on July 1, 1954, and in September of 1956 a separate campus opened in the current location at 29 Cougar Court adjacent to the high school. The West Kern Community College District was later formed, and is a single-college-district under the guidance of a five-member Board of Trustees. With strong leadership, Taft College offers a robust academic program for its students, and is one of the finest small colleges around!

## **POSITION DESCRIPTION**

Under the direction of the President, the Vice President of Instruction (VPI) is responsible for all duties implied in that role, including but not limited to: oversight and evaluation of all credit and non-credit instructional programs; the development of new instructional programs; enrollment and schedule management; the management, planning, budgeting, administration, and evaluation of all instructional programs; the management and evaluation of instructional faculty, staff, and administrators; and ensuring compliance with accreditation standards as well as federal, state, local, and district regulations.

The successful candidate for this position will be a creative, dynamic, and collaborative leader who is committed to advancing student access, equity, and success for our diverse student body and who has a track record of creating and maintaining a work environment characterized by collegiality and inclusiveness for all students, faculty, and staff.

The VPI collaborates with the Vice President of Student Services, Vice President of Administrative Services, and a dedicated team of professionals to ensure that the College maintains its strong integration of instruction and student services while working toward achieving the College's mission and strategic goals.



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# Position Description

*The following is a representation of the duties for this position, it is not meant to be an exhaustive list of all responsibilities.*

- Administer a recruitment program focused on instructional personnel, ensuring proper certification and qualifications.
- Administer and provide leadership to instructional services, including curriculum revision, improvement and expansion.
- Administer and supervise faculty orientation, in-service training, evaluation for retention or dismissal and professional improvement.
- Work extensively with the Academic Senate, VP of Student Services and EVP of Administrative Services.
- Develop and oversee the Basic Skills Education, Distance Learning, English as a Second Language, economic development, transfer, occupational and vocational programs.
- Coordinate and supervise the TC instructional components of the WESTEC program.
- Coordinate and prepare the master class schedule, college catalog and the academic calendar.
- Recommend teaching assignments, ensuring controls are in place for class size, and prepare the final examination schedule.
- Develop, interpret, and revise curricula, including course outlines and textbook approval.
- Provide leadership for the development and assessment of the Student Learning Outcomes.
- Maintain a continuing study of the area served by the District and the adequacy of the services provided by the College for its community.
- Develop the total instructional budget, maintaining a balanced budget, and administering the instructional budget relative to his/her assigned programs.
- Obtain approval of new courses and programs.
- Submit applications for federal and state assistance programs.



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# QUALIFICATIONS

## MINIMUM QUALIFICATIONS

- Possession on a Master's Degree from an accredited institution.
- Three (3) years of full-time administrative experience.
- Full-time teaching experience in a college or university setting.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

## DESIRED QUALIFICATIONS

- Knowledge of California community college procedures, legislation and other directives.
- Advocate for student-centered learning and faculty development.
- Motivated, innovated leader experience in all aspects of teaching and learning, including assessment, use of technology and development of diverse curricula.
- Doctorate in subject area, education, leadership or related field.

# COMPENSATION

The salary range for the position is \$121,520.00-\$142,298.00 per year. A doctoral stipend of \$3,771.00 is available for those meeting the educational criteria.

West Kern Community College District offers a comprehensive fringe benefits program that includes District paid medical, dental and vision coverage for all employees and their dependents, as well as a generous vacation plan. Employees are eligible for membership in either CalPers or CalSTRS retirement systems.

# EQUAL EMPLOYMENT OPPORTUNITY

The West Kern Community College District is committed to the principles of equal employment opportunity . The District is dedicated to a policy of nondiscrimination and, as such, is an equal opportunity employer. Veterans, women, minorities and people with disabilities are encouraged to apply.



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# APPLICATION PROCESS

## REQUIRED MATERIALS FOR APPLICATION:

1. Completed Management Application- Downloaded from TC website or completed online at EdJOIN.
2. Letter of Introduction describing how you match the minimum and desired qualifications.
3. A current Resume
4. Complete transcripts of all lower and upper division and graduate level college/university coursework (unofficial is acceptable).

## SUBMIT APPLICATION MATERIALS TO:

- Email: [tcjobs@taftcollege.edu](mailto:tcjobs@taftcollege.edu)
- Complete online at [EdJOIN](#)
- Mail or Walk-In: Taft College Human Resources, 29 Cougar Court, Taft, CA 93268

## FOR MORE INFORMATION:

- Please visit: [http://www.taftcollege.edu/human-resources/job\\_opportunities/](http://www.taftcollege.edu/human-resources/job_opportunities/)
- Call: 661-763-7900
- Email- [tcjobs@taftcollege.edu](mailto:tcjobs@taftcollege.edu)



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