Executive Search Profile

Vice President for Instruction

Olympic College
Bremerton, WA
The **OPPORTUNITY**

**Olympic College** is in a period of change. With a dynamic leadership team, membership in Achieving the Dream, a laser-like focus on disaggregated student-data combined with a redoubled focus on closing opportunity gaps, the college is seeking an experienced higher education leader with a proven record of holistic, equity-minded instruction for the success of a diverse student body through high-quality, innovative, flexible, adaptive and modern pedagogy and support.
Olympic College is recognized as one of the top community colleges in the nation. In 2017, the college received the Outstanding College/Corporate Partnership Award from the American Association of Community Colleges in recognition of its apprenticeship program with Puget Sound Naval Shipyard & Intermediate Maintenance Facility. The college was an Aspen Prize top ten finalist in 2015, the preeminent national recognition for community and technical colleges.

In 2018, OC joined Achieving the Dream (ATD), a national network of nearly 300 community colleges. As an ATD network institution, OC is committed to increasing graduation rates, and closing racial, ethnic, socioeconomic, and other opportunity gaps.

Founded in 1946, OC serves nearly 11,000 students annually across campuses in Bremerton, Poulsbo and Shelton. The college offers numerous pathways so that students can achieve their educational goals, including professional-technical certificates, associate and bachelor’s degrees. OC also partners with institutions such as Washington State University, Western Washington University and others to enable students to obtain bachelor’s degrees without leaving Kitsap County.

With the second largest military-connected population of any college or university in Washington, OC is proud to offer innovative programs and services like the Military and Veteran Support Center, where students receive wrap-around services under one roof.
Dr. Marty Cavalluzzi joined OC in 2018 after serving for five years as the president of Pierce College in Puyallup, WA. As a community college graduate, Dr. Cavalluzzi has benefited personally from the open-access mission of institutions like OC. He is leading the college through a transformative change process, Achieving the Dream, which will ensure that more students from all backgrounds graduate and earn a credential that leads to family wage jobs in our community.

He holds a Doctor of Philosophy in Marine Science from The College of William and Mary in Virginia, a Bachelor of Science in Fisheries from Humboldt State University in California and an Associate of Arts from Orange Coast College in California. Before becoming president at Pierce College – Puyallup, Dr. Cavalluzzi served as the Executive Vice President for Instruction and Chief Academic Officer at Edmonds Community College from 2006 through 2013.
Olympic College is ideally located in the Pacific Northwest on the Kitsap Peninsula and serves nearly 300,000 residents in Kitsap and Mason counties.

The college’s main campus is located in Bremerton, a short ferry ride from Seattle, the economic and cultural center of our state and not far from Olympic National Park. The campus features state-of-the-art facilities centrally located close to Bremerton’s growing downtown with a thriving artistic and cultural community.

Poulsbo, located in the north end of Kitsap County, has an area of 4.5 square miles and a population of approximately 11,000 residents. Nestled in a valley between the majestic Olympic and Cascade Mountain ranges, this historically Norwegian community is commonly referred to as “Little Norway on the Fjord,” and features breathtaking scenery and numerous attractions.

The College’s Poulsbo Campus is situated on 20 acres of land and is conveniently located for residents of Bainbridge Island and the northern part of Kitsap Peninsula.

Shelton is the county seat of Mason County and is the western most city on Puget Sound with approximately 10,000 residents. Situated on 27 acres of land, the Shelton Campus offers computer labs, a media center, student services, study and social areas, and the Johnson Library.
Position Overview

**VICE PRESIDENT FOR INSTRUCTION**

Salary: $131,000 – $151,000

FSLA Exempt | Reports to the President

Olympic College seeks a Vice President for Instruction who is dedicated to student-centered learning, to fostering an equitable and inclusive educational environment, and to ensuring instructional offerings meet the needs of the community. The Vice President will provide leadership and vision in the planning, direction, administration, evaluation, and continuous improvement of the college’s instructional programs and services. This is a senior executive position reporting to the President of Olympic College. This position offers limited flexibility in remote work options and will be expected to maintain a campus presence.

We are a comprehensive community college on the Kitsap Peninsula, across the Puget Sound from Seattle, WA. We serve Kitsap and Mason Counties with campuses in Bremerton, Poulsbo and Shelton. We offer academic transfer and workforce education degrees and certificates; four applied baccalaureate degrees; Transitional Studies including Adult Basic Education, high school completion alternatives, Integrated Basic Education and Skills Training (I-BEST) English to Speakers of Other Languages (ESOL); and community education. Through a national award-winning partnership with the Navy, we offer an Apprenticeship School at the Puget Sound Naval Shipyard and Intermediate Maintenance Facility.

Olympic College enrolls a racially and socioeconomically diverse student body of approximately 8,500 students annually, including a growing number of international students, Running Start, and students affiliated with partner institutions of higher education. Among them,

- 3% identify as African American
- 5%, as Hispanic/Latino

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POSITION OVERVIEW (Cont’d.)

- 1%, as Native American/Alaska Native
- 1% as Native Hawaiian/Pacific Islander
- 7%, as Asian
- 59%, as White
- 15% as multiracial

Approx. 8% of the student population is active duty military and 23% of the student population is military affiliated including, veterans and dependents; making Olympic College home to the second largest military-connected student body of any college or university in Washington state.

The College is committed to advancing excellence through equity by leading with racial equity in order to maximize student potential across all populations, including racial, ethnic, socioeconomic, sexual identity, gender identity, and differing ability. We are actively engaged in Guided Pathways reforms, with a focus on closing equity gaps. The Vice President for Instruction will play a leadership role in this work and the implementation of inclusive pedagogy and diversification of the curriculum. This work will maintain a focus on revamping curriculum, innovative programs, class development, and continuing to grow campus diversity.

The ideal candidate will demonstrate a track record of employing culturally responsive pedagogy, utilizing disaggregated data to guide instruction, advancing faculty and staff diversity, effective collaboration with internal and external partners, and teaching and mentoring minoritized and historically marginalized student populations.

DUTIES/RESPONSIBILITIES

* Duties listed are illustrative and not intended to be an exhaustive list.*

The Vice President will:

- Administer the college’s instructional programs, operating budgets, grants and contracts, and curricula by maintaining high academic standards, quality of education and student academic support.
- Supervise and collaborate with a team of instructional administrators to advance instructional priorities and support students, faculty and staff within the division.
- Within a Guided Pathways framework, provide innovative and equity-centered leadership and direction in the following areas: strategic planning, development, implementation, and assessment of instructional curriculum and programs and student success programs including faculty evaluation, enrollment management, and retention strategies.
- Provide oversight of the planning and development of instructional programs, courses, and delivery systems for Instruction.
- Provide timely and effective communication with the college community and stakeholders; including faculty, students, staff, and other college executives.

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DUTIES/RESPONSIBILITIES (Cont'd.)

- Collaborate with division deans and the Center for Learning Innovation
- Oversee faculty assessment, tenure, and staff evaluation and student advising processes.
- Continued participation in and the development of professional affiliations with local community and state organizations by serving on committees and councils as an active participant and spokesperson for the college resulting in financial and academic growth of the college; act as Instructional Liaison with local school districts (K-12) and four-year institutions and works extensively with the district superintendents.
- Act as advisor for the President in the areas of college policy and/or procedural changes and the hiring of instructional personnel.
- Develop short- and long-term strategic plans that ensure college finances and budgets are managed in accordance with state law and generally accepted accounting standards.
- Based on program review and the overall mission and priorities of the college, develop college enrollment goals for the instructional programs, allocate personnel resources to attain these goals, and monitor indicators of successful achievement of those goals.
- Monitor compliance with pertinent state, federal and corollary regulations and prepare reports as required.
- Serve as the Accreditation Liaison Officer and Chief Academic Officer for the college.
- Serve on the President’s Executive Team and on selected College Governance Council.
- Develop and manage the instructional budget of the college.
- Coordinate evaluation of instructional faculty (full and part-time), including responsibility for tenure review, evaluations, and awards.
- Represent the college on community, state, regional, and national commissions and committees as appropriate.

REQUIRED QUALIFICATIONS

- Master’s Degree from a regionally accredited institution.
- Demonstrable administrative experience in an area related to curriculum development.
- Demonstrable experience in an administrative level leadership position.
- Demonstrated experience in:
  - Planning, implementing, administering, and evaluating instructional programs and services.
  - Hiring, supervising, developing, and evaluating faculty and staff.
  - Developing, managing, and administering complex budgets.
  - Supervising employees working under a collective bargaining agreement.
  - Advancing high-impact and culturally responsive teaching practices.
  - Effective teaching and mentoring minoritized and historically marginalized student populations.
DESIRABLE QUALIFICATIONS
• Earned doctorate from a regionally accredited institution of higher education.

• Experience in:
  ◦ Teaching in a community college or other institution of higher education.
  ◦ Academic program review
  ◦ New program or academic division development; experience in developing allied health programs a plus.
  ◦ Labor-relations functions such as negotiation, grievance processing, and administration of collective bargaining agreements.

DESIRED KNOWLEDGE, SKILLS & ABILITIES
• Knowledge of and ability to design ongoing assessment and evaluation processes and provide leadership for instructional efforts associated with accountability, outcomes assessment, continuous improvement, resource management, and accreditation.

• Knowledge of sound and emerging instructional best practices to achieve racial and economic equity in higher education, federal and state regulations, and Washington SBCTC (State Board for Community and Technical Colleges) policies and practices.

• Strong coaching and mentoring skills, including the ability to encourage, inspire, and support employees in achieving the college's mission and their individual professional goals.

• Commitment to a comprehensive and equitable community college student learning experience

• Ability to provide leadership in strategic planning and decision-making based on data and institutional research.

• Skill in systems thinking and problem solving, with the ability to create plans and initiatives that ensure the understanding and commitment of others to engage in a strategy for the future in order to achieve the vision and goals.

• Ability to identify the need for change and effectively manage both the areas that remain stable and those that are changing. Exercise sound judgment and adaptability when dealing with ambiguous situations.

• Ability to recognize the impact of emerging technologies and integrate these technologies within organizational processes.

• Commitment to engaging the area of instruction, with strong partnership with student services, in the implementation of equitable college-wide student persistence, enrollment management, and retention strategies.

• Skilled in modeling and maintaining the values of candor, openness, inclusiveness, and honesty to promote the integrity of the college. Consistently act in a way that is both trustworthy and trusting. Build, maintain, and restore trust with others.

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DESIRED KNOWLEDGE, SKILLS & ABILITIES (Cont.’d)

• Ability to support, recruit, and lead continuous equity, diversity, and inclusion efforts to provide for learning and student success.

• Demonstrated ability to develop and strengthen partnerships with community partners and other educational institutions.

• Experience with and commitment to participatory governance with meaningful involvement of all constituent groups.

• Value continuous learning and foster a climate for the learning and development of self and others by listening, gathering input, learning, and adopting ideas from all levels of the organization.

ADDITIONAL INFORMATION

Terms of Employment:

FLSA Exempt | Reports to the President

This is a full-time, exempt administrator position. The salary is $131,000–$151,000 DOE/DOQ which will be prorated to reflect the remaining contract days during the fiscal year. Benefits include an exceptional package including medical, dental, vision, life, vacation, holiday and sick leave. This position requires flexibility in scheduling to meet the needs of the department including travel, evening and weekend events. Must be able to work days, evenings or weekends at any college site or location as needed including Bremerton, Pousibo, and Shelton campuses. The hiring process may require travel to the Bremerton campus for an opportunity to meet with other college executives and attend an employee forum.

Conditions of Employment:

• Successful completion of a criminal history background check and credit screening prior to employment.

Application Materials:

• Olympic College Online Application
• Resume or Curriculum Vitae
• Cover Letter – in your cover letter describe how your background and experience sets you apart for this position
• Unofficial college transcripts. Official transcripts and copies of mandated certifications will be required of the successful candidate
• Per Governor Inslee’s “Proclamation 21-14,” state employees must be fully vaccinated. Your vaccine status will be verified upon hire. Please reach out to the HR Office at hrticket@olympic.edu if you need information on medical or religious accommodation.
• Olympic College seeks candidates for employment who share our commitment to fostering and equitable and inclusive learning environment (read our Equity Statement). All applicants are required to submit a statement of 500 words or less, describing the value of diversity, equity, and inclusion in the higher education environment and their prior, current, and/or potential contribution(s) to fostering diversity, equity, and inclusion as an employee.
Olympic College is an
EQUAL OPPORTUNITY EMPLOYER

Olympic College is an equal opportunity employer that strives to create a workforce that mirrors and values our diverse students. We are laser focused on student success and closing equity gaps, and invite applications from individuals who share those commitments and can demonstrate their ability to advance them. Persons needing accommodations in the application process or this announcement in an alternative format may contact Olympic College Human Resource Services, hrticket@olympic.edu and/or 360-475-7300.

Corrected or extended notices for this recruitment will be posted on the Olympic College website.