

CHABOT – LAS POSITAS COMMUNITY COLLEGE DISTRICT

Management Class Specification

COLLEGE PRESIDENT

MANAGEMENT RESPONSIBILITY

The College President is a management position designated by the Board of Trustees of the Chabot - Las Positas Community College District. The President serves as the campus chief executive and reports to the Chancellor. The President shall perform the duties of a community college president as prescribed by the laws of the State of California. In addition to whatever powers and duties are set forth in the Education Code, the president shall have those powers and duties which are delegated to him/her by the Chancellor or Board of Trustees pursuant to Education Code Section 70902, subdivision (d). The President shall execute all powers and duties in accordance with the rules and regulations of the Board of Governors of the California Community Colleges and the laws of the State of California.

The President is charged with institutional leadership and the implementation of Board Policies and Procedures as applicable to the position. The incumbent serves under contract and establishes annual goal, which are approved by the Chancellor.

GENERAL DESCRIPTION

The College President is responsible for broad decision-making and has administrative authority and leadership responsibility for all aspects of the College programs, including: instructional and student services; supervision and evaluation of all staff; planning and budgeting; technology; outreach and public relations; as well as coordination with the sister college and District Services as delegated by the Chancellor. The Board of Trustees or Chancellor may modify, add and/or delete duties.

REPRESENTATIVE DUTIES

1. Keeps the Chancellor and Board of Trustees fully informed of important campus matters.
2. Prepares all recommendations/resolutions concerning the college and submits them to the Chancellor with final approval subject to Board of Trustees approval.
3. Recommend personnel decisions to the Chancellor, subject to the approval of the Board of Trustees.
4. Recommends the organizational structure of the College to the Chancellor, subject to approval of the Board of Trustees.
5. Provides leadership for the planning and development of instructional and student services programs; fiscal management; human resource management; technology; facilities; and community and government relations.
6. Provides leadership for institutional planning including development of the vision, mission statement, Educational Master Plan, facilities plan, strategic plan and budget. Establishes College goals in keeping with Board priorities.

7. Requests fiscal allocations from the District for the operational budget, staffing, and capital outlay project needs of the College. Advises the Chancellor of all possible sources of funds that might be available to implement present or contemplated District programs.
8. Informs the Board of Trustees on progress of meeting District goals and priorities, including research and evaluation to support continual improvement of programs and services.
9. Provides overall leadership for the College's accreditation process.
10. Promotes diversity in all aspects of the college community.
11. Encourages and supports the value of staff development. Oversees the timely evaluation of all employees in accordance with California law and Board policy.
12. Ensures compliance with applicable laws, policies, and regulations, including the timely filing of required reports; stays informed of laws that affect the College, anticipating how changes might impact the College.
13. Practices shared governance with an open management style; promotes collegial consultation.
14. Serves as liaison between the college and the Chancellor with respect to employer-employee relation matters.
15. Represents the College to the community, promoting positive relationships and open communication with all constituencies; establishes and maintains strong working relationships with local schools, professional organizations, cultural groups, and businesses; develops a public relations program for the service area.
16. Represents the College to appropriate local, state, and federal agencies, exerting influence on community college policy development; provides for continued membership in relevant associations.
17. Under emergency situations, in consultation with the Chancellor, acts as the sole authority to close all or part of the campus to protect the safety and health of students and staff.

PERFORMANCE OBJECTIVES

The President shall meet with the Chancellor to discuss and establish annual performance objectives. These objectives shall be based on the responsibilities set forth in the job description and any other duties mutually agreed upon by the parties as well as be responsive to Board of Trustees priorities. The President will report to the Chancellor annually on the achievement of the agreed upon objectives.

QUALIFICATIONS

Master's degree from an accredited institution required, earned Doctorate preferred. A minimum of three years' successful senior-level administrative experience in an institution of higher education. Demonstrated knowledge of effective teaching and learning processes at the college level. Higher education teaching/counseling experience preferred. Strong record of community service and involvement. Understanding of laws and regulations pertaining to California Community Colleges.

APPOINTMENT

The College President shall be appointed by the Governing Board after appropriate consultation with the Chancellor and shall serve under the terms of an administrative contract.

NOTE: This class specification is not necessarily all-inclusive in terms of representative duties.