

# **BARSTOW COMMUNITY COLLEGE DISTRICT**

## **JOB DESCRIPTION**

### **COLLEGE DISTRICT PRESIDENT**

#### **MANAGEMENT RESPONSIBILITY**

The District President is an administrative position designated by the Board of Trustees of the Barstow Community College District. The President serves as the campus chief executive officer and reports to the Board of Trustees. The President shall perform the duties of a community college district 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 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 District President is responsible for providing strong decisive energetic leadership in meeting the College's commitment to both student learning and success. The President is charged with institutional leadership and the implementation of Board policies and corresponding organizational procedures as applicable to the position. The incumbent serves under contract and establishes annual goals, which are approved by the Board.

#### **GENERAL DESCRIPTION**

The College District 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 state Chancellor's Office. The Board of Trustees may modify, add and/or delete duties.

#### **REPRESENTATIVE DUTIES**

Keep the Board of Trustees fully informed of important campus matters.

- ▶ Prepare all recommendations/resolutions concerning the college district and submit them to the Board of Trustees for approval.
- ▶ Recommend personnel decisions to the Board of Trustees.
- ▶ Recommend the organizational structure of the College to the Board of Trustees.

- ▶ Provide leadership for the planning and development of instructional and student services programs; fiscal management; human resource management; technology; facilities; and community and government relations.
- ▶ Provide leadership for institutional planning including development of the vision, mission statement, Educational Master Plan, facilities plan, strategic plan and budget.
- ▶ Establish College goals in keeping with Board priorities. Ensure Board policies are reviewed, followed, and developed as needed to meet the needs of the District and insure compliance with applicable laws and regulations.
- ▶ Develop fiscal allocations from the District for the operational budget, staffing, and capital outlay project needs of the College. Provide prudent budget management and advise the Board of Trustees of all possible sources of funds that might be available to implement present or contemplated District programs.
- ▶ Inform the Board of Trustees on progress of meeting District goals and priorities, including research and evaluation to support continual improvement of programs and services.
- ▶ Provide overall leadership for the College's accreditation process. Ensure the ongoing maintenance and oversight of the accreditation process.
- ▶ Demonstrate a commitment to diversity and provide leadership as the College meets the educational needs of a diverse and changing community.
- ▶ Ensure the continued fiscal soundness of the college by maintaining the College's reserve funds at the level prescribed by the Board and continue to build on those reserves as appropriate.
- ▶ Demonstrate the necessary leadership to ensure the continued success of our military educational programs in partnership with various military commands.
- ▶ Encourage and support the value of staff development. Oversee the timely evaluation of all employees in accordance with California law and Board policy.
- ▶ Ensure compliance with applicable laws, policies, and regulations, including the timely filing of required reports; stay informed of laws that affect the District, anticipating how changes might impact the College.
- ▶ Advocate shared governance and promote collegiality, staff cohesiveness and respect among all the college constituencies.
- ▶ Serve as liaison between the District and the labor unions with respect to employer-employee relation matters. Monitor labor union contracts to ensure

compliance with Board's directives and fairness for all parties including students and the taxpaying public.

- ▶ Represent the College to the community, promoting positive relationships and open communication with all constituencies; build and strengthen cooperative partnerships with local schools, business, industry and government to provide hands-on opportunities and internships; develop positive public relations for the District.
- ▶ Provide leadership in working with business and industry as the College maintains and/or develops state-of-the art vocational programs.
- ▶ Provide the leadership necessary to encourage economic development within our community and develop the educational programs necessary to meet those challenges.
- ▶ Continue to show leadership and demonstrate fiscal responsibility in ongoing capital construction projects that meet the Colleges' strategic plan.
- ▶ Represent the College to appropriate local, state, and federal agencies, exerting influence on community college policy development; provide for continued membership in relevant associations.
- ▶ Demonstrate the necessary leadership to show an ongoing commitment to effective enrollment management at Barstow College.
- ▶ Under emergency situations, act as the primary authority to protect the safety and health of students and staff.
- ▶ Attend all meetings of the Board of Trustees except when his/her own salary or contract is being considered.

## **PERFORMANCE OBJECTIVES**

The President shall meet with the Board of Trustees 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 annually report to the Board of Trustees on the achievement of agreed upon objectives.

## **QUALIFICATIONS**

Masters required. An earned Doctorate from an accredited institution desired. A minimum of three years' successful senior level administrative experience in higher education, preferably in community colleges. Demonstrated knowledge of effective teaching and learning processes at the college level. Higher education teaching/counseling experience preferred. A visionary leader who maintains open lines of communications on campus and in the community, being accessible and visible and engendering trust and confidence in the Office of the President. An understanding of laws and regulations pertaining to California Community Colleges preferred.

## **APPOINTMENT**

The College President shall be appointed by the Board of Trustees and shall serve under the terms of an administrative contract.

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

Board approved: 08/16/08