

# **Imperial Valley College**

## ***Superintendent /President***

### **DEFINITION:**

Under the direction of the Governing Board, envision, plan, organize, coordinate, direct, administer, review and evaluate programs, services and activities of the entire community college district which provides and supports educational opportunities for students; provide executive direction and leadership to the district's educational and classified administrators and staff in all areas of academic services, student services, administrative services, and other support services; plan, formulate, develop and implement short and long range goals and objectives in support of the educational master plan and consistent with the instructional needs of the community; promote and develop partnerships, cooperative functions and effective relationships with community business leaders, related organizations and others involved in educational services and career technical training.

Maintain broad perspective of all aspects of the district and work closely with the Board to facilitate achievement of goals and objectives consistent with the district's educational master plan; assure the innovative and cost-effective formulation, development, and implementation of administrative, instructional, and student services programs, systems, policies, standards and activities in compliance with a variety of federal, state, local and district laws, regulations, policies, and procedures; select, direct, and evaluate the performance of the Vice Presidents and other direct reports.

### **EXAMPLES OF DUTIES:**

#### ***GOVERNANCE, LEADERSHIP, AND ADVOCACY***

- Strengthen communication on-campus and in the community including being accessible, visible and engendering trust and confidence in the office of the Superintendent/President.
- Demonstrate strong management and interpersonal skills that empowers others through team building.
- Market and create effective partnerships between the college, business, cultural and civic organizations in promoting the district's relationship with the community and civic groups.
- Provide the leadership for accountability, and the joint establishment of clear goals and objectives for the evaluation of institutional effectiveness.
- Actively participate in the American Community College Association, the Community Colleges League of California, the San Diego and Imperial County Community College Association, and other appropriate associations to share in best practices.
- Create every opportunity to remain current in the field of educational and community college leadership by actively pursuing research, writing, publications, public speaking, and any other means by which to exercise institutional leadership.
- Work with the Board in distinguishing between issues of policy and issues of administration. Direct and manage the processes that address accreditation requirements, recommendations and issues. Directly responsible and accountable for carrying out the general policies of the District and recommending District policy.
- Be an advocate for participatory governance, which supports collaborative decision-making.

## ***INSTRUCTION AND STUDENT SUPPORT SERVICES***

- Assess the needs of the community and effectively align the instructional/support offerings with available resources.
- Recognize that teaching and learning is central to the college mission by encouraging curriculum and program development, including alternative teaching methods and techniques.
- Cooperate with the administration of area high schools and elementary schools in the development of best practices leading to the College best serving their student needs and to the appropriate joint use of facilities.
- Achieve FTES targets with effective enrollment management.
- Plan and manage technology for use in the classroom and the administration of college services.
- Direct the continuous improvement of instructional and student support programs and services.
- Lead state and local initiatives related to instructional and student services which support student success.

## ***PLANNING, FINANCE AND FACILITIES***

- Provide visionary leadership for the continuing development of a student-centered strategic master plan that drives the budget process, resource allocation, and facilities and technology planning.
- Develop, coordinate, and administer all fiscal matters for the district in conjunction with district policies, program review, and the budget planning process.
- Aggressively advocates for district, state and federal funding, and creatively pursues alternative resource development activities.
- Carefully manages and provides leadership in bond funding for the continuing development and planning of new facilities.
- Promote the development of a state-of-the-art comprehensive college-wide information technology system and facility utilization plan that incorporates current and future needs.

## ***HUMAN RESOURCES***

- Demonstrate a commitment to diversity and equal employment opportunity in the hiring of a highly qualified and diverse workforce. Responsible for the assignment of all staff.
- Maintain effective labor relations based on knowledge and experience in collective bargaining and grievance resolution.
- Demonstrate an appreciation of ethnic, cultural, and social diversity.
- Strategically plan and align human capital that best supports the mission and allotted resources. Examine critically the purposes of the college and make changes and modifications to meet the educational, academic, and workforce needs of the college community.
- Make recommendations for the employment, retention, and dismissal of all management, faculty, and classified personnel.
- Ensure compliance with labor law, regulations, and policies in employment practices and in the management and directing of employees.

## **MINIMUM QUALIFICATIONS**

- An earned Master's degree from an accredited college.
- Demonstrated experience at the senior administrative level.
- Demonstrated sensitivity to and understanding of the diverse academic socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

### ***Desired Qualifications:***

- Doctorate degree.
- Instruction, student, or administrative services experience in education.
- Demonstrated leadership in community activities and private/public partnership.
- Strong communication skills in English and Spanish.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of the mission of the California community college system.
- Knowledge of Brown Act and Governing Board proceedings.
- Ability to interpret laws, rules, and regulations affecting community colleges.
- Knowledge of trends in academic, vocational, community and contract education.
- Ability to effectively communicate both orally and written.
- Ability to formulate policy and procedures.
- Knowledge of enrollment management.
- Knowledge of district finance, budget methods and procedures.
- Ability to lead as an executive in a higher education environment.
- Ability to address and resolve employee and labor grievances.
- Knowledge of local economic conditions, community leaders and service organizations.
- Ability to plan, organize, articulate and evaluate plans and opportunities for all programs, personnel, activities, facilities, and services.
- Ability to solve problems and make decisions.
- Knowledge of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and employees.

## **WORKING CONDITIONS**

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1 Often—51-75 percent = 3  
Occasional—25-50 percent = 2 Very Frequent—76 percent and above = 4

<b>Ratings</b>	<b>Essential Physical Requirements</b>
3	Ability to work at a desk, conference table or in meetings of various configurations.
1	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
3	Ability to communicate so others will be able to clearly understand a normal conversation.
1 or 2	Ability to lift 10 pounds.
1 or 2	Ability to carry 10 pounds.
4	Ability to operate office equipment.

**STATUS/RATIONALE**

This is an educational administrator position. This position has direct responsibility for formulating and implementing policy regarding the instructional and student services program of the College and the District.