

SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT

JOB TITLE: District Superintendent / President

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To direct, administer, and manage the activities and operations of the District; to provide leadership and guidance for the establishment and attainment of District goals and objectives; and to recommend policy to the Board of Trustees. Employees in this job class receive board direction within a framework of overall objectives. Employees in this classification exercise supervision over subordinate senior managers. Employees in this job class exercises responsibility for the implementation, direction, and supervision of programs and activities as mandated by statutes, established by regulation of the California education Code and Administrative Code, and specifically designated in the policies established by the Board of Trustees. This job class functions as the District's Chief Executive Officer and provides direction in the formulation and implementation of District policies. This job class functions at an executive management level of classification.

TYPICAL DUTIES

- Exercises general authority over all District departments and functions; provides leadership and guidance for the establishment and attainment of District goals and objectives; ensures that programs and activities are in compliance with California Education Code and California Board Administrative Code; and ensures that actions authorized by the Board are implemented.
- Serves as executive officer for the Board of Trustees; provides leadership in the development of education policy and planning; recommends policy to the Board, keeps the Board informed of important matters affecting the District and College.
- Meets and confers with the leadership of the various District constituencies; facilitates the flow of information, receives input for policy considerations.
- Chairs the Superintendent's Cabinet; reviews policy considerations and formulates plans to implement the District's mission.
- Ensures safe and appropriate operations, maintenance, and use of the physical plant; plans education facilities to meet long-term education needs.
- Ensures that effective financial planning, record keeping, and budgeting operations are undertaken; directs and supervises the development and administration of the District budget to meet operational and capital needs; plans for special financing as needed.
- Serves as chief public relations representative of the District and the Board; represents the District and the Board of Trustees at various meetings, events, or other occasions; consults and works with other education institutions; serves on committees and boards.

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- Ensures that effective and appropriate curriculum and instructional programs are developed and implemented which comply with State codes, correlate with the UC and CSU systems, and meet the goals and objectives of the College; arranges for the accreditation process at appropriate intervals.
- Ensures that appropriate student personnel programs and services are established and maintained including student counseling, co-curricular activities, housing, health and handicapped services, and related programs and services.
- Provides assistance and direction to senior management staff; reviews and evaluates performances; directs the selection process for administrative personnel, makes final recommendations for appointments.
- Reviews and approves staff performance appraisals with appropriate supervisors; directs and participates in the selection, training, and development of staff; administers employment contracts; orients and informs staff of District/Department policies and procedures.
- Performs related duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS

Knowledge of:

- laws, codes, and regulations governing community college administration.
- budget preparation and procedures.
- long-range planning, development, and evaluation methods, techniques, and practices.
- principles and practices of management and supervision including planning, organizing, assigning, and reviewing work; performance appraisal and discipline; employee selection and development; and affirmative action policy.

Ability to:

- administer, manage, coordinate, and evaluate all facets of a community college.
- interpret, apply, and enforce laws, regulations, and codes related to community college administration.
- provide leadership and guidance in the establishment and attainment of goals and objectives and the development of policy.
- prepare and present complex reports, recommendations, and correspondence.
- conduct complex analytical studies, evaluate alternatives, and develop and implement sound recommendations related to community college administration.

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- effectively communicate in both oral and written forms.
- direct, supervise, and formally evaluate the work of senior managers and others.
- analyze problems, determine effective solutions, and take independent action for successful results.
- establish and maintain effective work relationships with those contacted in the performance of required duties.

Education/Experience:

- Master's degree from an accredited institution or equivalent.
- One year of administrative experience in a public educational institution.

Last Modified: 6/1/2011