

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: SUPERINTENDENT/PRESIDENT

BASIC FUNCTION:

Under the direction of the Board of Trustees, oversee the administration of the College; supervise the actions of students, professional and non-professional employees, visitors and persons hired to perform special tasks, assure the College is administered in accordance with the policies adopted by the Board of Trustees.

REPRESENTATIVE DUTIES:

Oversee the administration of the College; supervise the actions of students, professional and non-professional employees, visitors, and persons hired to perform special tasks; assure the College is administered in accordance with the policies adopted by the Board of Trustees. *E*

Inform the Board of operations and status of the College. *E*

Provide leadership and direction in the instruction program. *E*

Oversee and participate in the overall planning and development of the College. *E*

Study and recommend items to the Board for policy consideration. *E*

Interpret various aspects of the College to the community and assure college staff is informed of educational needs of the community. *E*

Represent the District with other governmental agencies. *E*

Supervise, train, and evaluate the administrative staff; provide overall leadership for College staff and student body. *E*

Consult with appropriate members of the College staff and recommend to the Board personnel for employment at the College. *E*

Submit the College budget recommendations to the Board. **E**

Provide leadership in research and evaluation, and stimulate improvement of the College program. *E*

Participate in local, State, and national organizations related to community college education. *E*

Superintendent/President- Continued

Provide leadership in maintaining accreditation with appropriate agencies and associations. *E*

Serve as ex-officio member of college committees.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Philosophy, purposes, curriculums, procedures, and student services and the community appropriate to the mission and role of the College in the community. Principles of organization, personnel, fiscal management, educational research, and evaluation.

Principles and practices of administration, supervision, and training.

Human relations related to the campus and community.

Legislative and administrative laws related to community colleges.

Strategic planning methods and practices.

Resource sources and approaches.

Budget preparation and control.

Oral and written communication skills.

Interpersonal skills using tact, patience, and courtesy.

ABILITY TO:

Provide leadership, sense of purpose, and enthusiasm for the College and the community.

Adopt and adapt new ideas and procedures appropriate to the improvement and efficiency of the college.

Maintain college planning and operations within the fiscal resources of the District.

Develop and implement a District-wide strategic plan.

Plan and organize work.

Prepare and deliver oral presentations.

Establish and maintain cooperative and effective working relationships with others.

Train, supervise, and evaluate personnel.

Analyze situations accurately and adopt an effective course of action.

Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master's degree and eight years of increasingly responsible management experience in an educational institution.

LICENSES AND OTHER REQUIREMENTS:

Superintendent/President- Continued

Valid State driver's license.

WORKING CONDITIONS:

Office environment.

Position requires hearing and speaking to communicate and exchange information.