



CHIEF OF STAFF TO THE SUPERINTENDENT/PRESIDENT

DEFINITION

The Chief of Staff to the Superintendent/President works closely with the Superintendent/President to oversee and manage priority initiatives and special projects of the District and the Office of the President; tracking, coordinating, and managing the Superintendent/President's initiatives and projects in collaboration with other individuals and departments.

The Chief of Staff to the Superintendent/President serves as the Accreditation Liaison Officer and is responsible for leading the college in areas of Guided Pathways, outreach, participatory governance, student equity and achievement, and promoting advancement in areas of student performance, change over time, and equity rates for underserved/underrepresented and low socioeconomic students.

The Chief of Staff to the Superintendent/President facilitates achievement of instructional and student success goals and objectives consistent with the District's mission and goals, and Educational Master Plan, and formulates, develops and implements assigned programs and services, policies, standards and activities in compliance with all applicable federal, State and local laws, regulations, policies and procedures.

This position is 100% remote however, in person attendance is required for key events and meetings as mutually agreed upon with the Superintendent/President.

SUPERVISION RECEIVED AND EXERCISED

Under the direction of the Superintendent/President, the Chief of Staff (COS) serves as a senior advisor for the Superintendent/President on significant and sensitive issues and is a member of the President's Cabinet. This position is responsible for working strategically and collaborating cross-functionally to provide project leadership to, and on behalf of, the Superintendent/President. The primary focus of the COS is assisting the college in improving its Aspen metrics. The Chief of Staff to the Superintendent/President exercises direct supervision over assigned classified, and administrative including directors and managers.

CLASS CHARACTERISTICS

This is an executive management classification responsible for providing visionary leadership, strategic planning, and operational oversight for comprehensive instructional and student success goals. The position serves as a key member of the President's Cabinet and participates in district-wide decision-making, policy development, and strategic planning initiatives.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Provides leadership and direction to the college in areas of performance and change over time such as first-year student retention, completion and graduation rates.

- Provides leadership and direction to the college in areas of student equity and achievement, including expansion of educational opportunities and improved academic attainment for low socioeconomic, and other underserved/underrepresented populations.
- Directs and provides leadership to all academic and classified staff assigned to instructional programs, functions and activities within the District; formulates, develops, implements and reviews a broad variety of policies, standards and outcomes to ensure that students are afforded optimum curricular alternatives, current educational programs and access to technology supportive services, while pursuing academic and career preparation.
- Develops, implements and reviews expectations for performance and standards of excellence consistent with established District goals, objectives, and policies to ensure excellence in the teaching, student services and learning environment; ensures timely and effective evaluations.
- Directs and participates in the recruitment, selection, assignment, orientation, motivation, and professional empowerment of assigned personnel; in an environment committed to enhancing student learning.
- Recommends and implements budgets for assigned areas; monitors expenditures, identifies variances and takes necessary actions to ensure compliance with budget limitations and established fiscal policies. Reviews reports related to the financial resources of assigned programs and services; assures that human and financial resources are allocated efficiently and effectively.
- Directs the preparation of accreditation and reports as required by federal, state, local and District relations; assures compliance with all applicable laws, rules, regulations and restrictions related to student services and instructional programs, services and activities; assures that the highest legal and ethical standards are maintained and clearly communicated to personnel; informs the Superintendent/President and other District staff as to the status of assigned functions or groups of services.
- Works collegially with all college personnel and constituencies in accordance with the participatory governance policies and collective bargaining agreements of the District; directs and participates in the efforts and activities of assigned committees, task forces and work groups; provides for appropriate communication within and among units supervised and constituency groups.
- Represents the College in the community, including local educational institutions, business interests and service organizations, and at state and national meetings as needed.
- Serves as a member of the President's leadership team and participates in establishing and achieving development of short- and long-range plans for all instructional programs and student services in coordination with College-wide entities; advises and confers with the Superintendent/President on the development, revision, and compliance with Board policies; interprets District policy for assigned area; makes decisions on matters as necessary.
- Is available remotely for all Board meetings; provides input as necessary on issues affecting assigned functions; makes presentations on pertinent matters as necessary; reviews and approves items submitted by the functional areas managed for presentation to the Board.
- Participates as a member of the Superintendent/President's Cabinet in the development and recommendation of District policy and plans. Performs other duties as assigned by the Superintendent/President.
- Serves as the Superintendent/President's governmental liaison in areas of Federal and State policy guidance.
- Serves on all District collective bargaining teams.

- Works productively and cooperatively with others by demonstrating respect, patience and equitable treatment of all internal and external customers.

QUALIFICATIONS

Knowledge of:

- Principles, theories and practices of administration specifically related to the student services and instructional programs and service available at institutions of higher education.
- Development and implementation of comprehensive college instructional and student services programs.
- Modern pedagogical and instructional design methodologies.
- Current and innovative trends in academic, career, community, contract education, student services, including technology and non-traditional methods of instruction.
- Instructional programs and student services for students, including but not limited to academic and career curricula.
- Matriculation requirements and articulation agreements.
- Needs, interests and concerns of various groups of community college students.
- Participatory governance philosophy and practices in higher education (preferably the community college) and ability to participate collegially in a participatory governance environment.
- Principles and practices of leadership, supervision and management that promote teamwork, including the ability to train, motivate, and evaluate staff.
- State Education Code sections, federal laws and regulations, and policies related to the development and implementation of the instructional program.
- Budget preparation, implementation and administration for a multi-faceted instructional and student services programs.
- Collective bargaining law, contract negotiation and administration.
- Research methods and oral and written communication skills, including report writing.
- Interpersonal skills and qualities, including creativity, energy, courtesy, sensitivity, honesty, integrity, fairness, flexibility, and a sense of humor.
- Techniques of providing a high level of customer service by effectively interacting with students, staff, faculty, representatives of outside organizations, and members of the public, including individuals of diverse academic, socio-economic, ethnic, religious and cultural backgrounds, physical ability, and sexual orientation.

Ability to:

- Provide leadership and direction to college administrators, academic and classified staff in developing, implementing and evaluating student services and instructional programs, services, resources and activities for students.
- Provide leadership for fulfilling the comprehensive community college mission, which includes overseeing and managing priority initiatives and special projects of the College and the Office of the President.

- Assist in the development and implementation of current, balanced and innovative curricula and curricular activities and non-traditional approaches to education in relation to the instructional needs of the larger community.
- Select, assign, orient, train, supervise, counsel, discipline and evaluate the performance of subordinates.
- Analyze complex financial, statistical and narrative data regarding the instructional program.
- Serve on District collective bargaining teams and work effectively in a collective bargaining environment.
- Assure compliance with local, state and federal policies, regulations and laws related to community college instruction.
- Work strategically and collaborate cross-functionally to provide project leadership to, and on behalf of, the Superintendent/President.
- Communicate effectively both orally and in writing.
- Establish and maintain effective and cooperative working relationships with others and develop effective interface with student services.
- Relate effectively to people of varied academic, cultural and socio-economic backgrounds using tact, diplomacy and courtesy.
- Demonstrate sensitivity to, and understanding of, the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds of community college students.

Education and Experience:

Education:

- Master's degree from an accredited college or university. (earned doctorate preferred)

Experience:

- Five (5) years of progressively responsible academic administrative experience and/or leadership training (community college experience preferred).

Licenses and Certifications:

- Possession of a valid California Driver's License to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a remote office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Remote office environment. Position requires hearing and speaking to communicate and exchange information. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.