

SUPERINTENDENT/PRESIDENT
Executive Designation

DEFINITION

The Superintendent/President of the San Luis Obispo County Community College District/Cuesta College shall assume and perform all of the duties and exercise all of the powers conferred upon superintendents/presidents of community colleges in the State of California by law and by administrative rules and policies adopted by the State of California and its administrative agencies, the United States Government and its administrative agencies, and the College District Board of Trustees; and such other duties and responsibilities as may be assigned or delegated to him/her by the Board.

POWERS, DUTIES AND RESPONSIBILITIES

The Board has primary responsibility for formulating and adopting District policies, priorities, and goals. The Superintendent/President, as Chief Executive Officer, is responsible for executing District policies and implementing identified goals through the day-to-day management of the District; for organizing, reorganizing, and arranging the administrative and supervisory staff, including instruction, administrative and student services in a manner which, in his/her judgment would best serve the District, and for all personnel matters including selection, assignment, transfer, performance evaluation, and discipline of employees, subject to approval by the Board.

DISTINGUISHING CHARACTERISTICS

The Superintendent/President is required to exercise broad discretionary power, within the framework of policy established by the Board, to carry out duties and responsibilities and direct the overall operation and general administration of the District.

ESSENTIAL FUNCTIONS

- Provide leadership for academic excellence and student success;
- Administer the instructional, student services, and business affairs of the District;
- Direct the review of Board policies and make recommendations for changes;
- Promote and endeavor to maintain a positive District image in the community and establish and maintain sound working relationships with other educational and governmental agencies;
- Obtain Board input on development of the agenda; review, modify, and determine appropriate recommendations and reports for submission to the Board (for action or information); maintain minutes and records of all Board meetings; handle correspondence of the Board in accordance with procedures adopted by the Board;
- Obtain input from the Board on preparation of the annual budget and long-range financial projections for the District; submit to the Board for study and approval the annual budget and long-range financial plans for the District. Administer the budget as approved and advise the Board of all possible sources of funds that might be available to implement present or contemplated District programs;
- Provide for the development and improvement of facilities and grounds;
- Serve as the Board designated representative with respect to all matters concerning employer/employee issues;
- Provide leadership in annual and long-range planning, evaluation of outcomes, improvement of planning, programming, and operations; and establish District and College goals and

monitor progress toward these goals by insuring that educational, fiscal, and facilities plans are developed for Board action and implemented following such action;

- Direct, coordinate and provide overall leadership for all the programs of the District, including curriculum, instruction, finance, business administration, resource development, maintenance and operations, student services, personnel administration and employer/employee relations;
- Recommend and bear ultimate responsibility for implementing District Rules and Regulations related to fiscal management, educational programs, student services, physical plant and facilities; organizational structure and staffing including the appointment, evaluation, assignment, compensation, transfer, and termination of all District personnel;
- Inform and consult with the Board to provide leadership in advocacy with the legislature and local governments. As executive officer of the Board, serve as official spokesperson on matters relating to Board policy and provide official responses to inquiries relating to Board policy and action;
- Evaluate, or cause to be evaluated, employees as provided for by California Law, Board policies and collective bargaining agreements and issue notices of unprofessional conduct and/or incompetency pursuant to Education Code, Section 87734;
- In cooperation with the Board and staff members, represent the District in the community by interpreting the community college educational program to the public, business organizations, the media, governmental entities, other institutions, and community agencies;
- Enter into contracts for and on behalf of the District to the extent permitted by law;
- Provide for continued accreditation with, and membership in, appropriate agencies and associations;
- Establish and maintain accurate and complete records required by state, federal, and local law, including the proper accounting for any and all funds that come under the control of the Board, and the proper accounting of student attendance;
- Establish and maintain cooperative working relationships with those contacted in the performance of duties;
- Communicate effectively orally and in writing;
- Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities.

DUTIES REQUIRE THE ABILITY TO:

- see for the purpose of reading and understanding regulations, laws and codes, rules and policies, and other printed matter;
- hear and understand speech at normal levels;
- speak so that others will be able to understand a normal in-person and telephone conversation;
- sit or stand for extended periods of time;
- lift and/or carry 25 pounds;
- exert manual dexterity sufficient for keyboard and other office equipment operation.

DESIRABLE QUALIFICATIONS

Education:

- Master's Degree from an accredited college or university is required. An earned doctorate is preferred.

Experience:

- A minimum of three years of postsecondary faculty (teaching, library, student services) experience is desirable. Community college faculty experience is a plus.
- Evidence of successful and increasingly responsible leadership experience in postsecondary education up to the vice president or senior dean level, or equivalent, is desirable.
- Exemplary management or administrative leadership experience, not in a postsecondary education setting but predictive of success, may be considered.

Knowledge of:

- Current technologies, personal computer, and associated office software such as word processing, spreadsheet, presentation, and/or database software;
- Correct English usage: grammar, spelling, vocabulary and punctuation.

Board of Trustees Approval: 10/01/2003