

# **Superintendent/President**

Class Code: AD1

Bargaining Unit:

CUESTA COLLEGE (CA)

Established Date: Oct 1, 2017

Revision Date: Oct 9, 2017

## **SALARY RANGE**

\$96.15 Hourly

\$16,666.67 Monthly

\$200,000.04 Annually

## **JOB DESCRIPTION SUMMARY:**

### **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 general guidance and 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 & QUALIFICATIONS:**

### **ESSENTIAL FUNCTIONS**

- Provide leadership, inspiration and support to college staff which results in innovation, program excellence and student success for all, including those with multiple barriers;
- Administer the instructional, student services, and business affairs of the District;
- Formulate and recommend to the Board of Trustees new or revised policies and procedures;
- 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;

- Actively participate in and collaborate with community organizations;
- Establish and maintain membership in local chambers, service organizations, and other community organizations;
- Ensure partnerships and collaboration with San Luis Obispo County Office of Education and K-12 schools;
- Cultivate partnerships with various CSU, UC, and other universities;
- Obtain Board input on development of the Board 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; process 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;
- The Superintendent/President is the leader of Cuesta College's advancement efforts, with oversight of the Institutional Advancement Office and works in close partnership with the Executive Director of Foundation/Institutional Advancement and the Foundation Board of Directors to create community relations, develop philanthropic opportunities and pursue new funding sources;
- 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;
- 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; and
- Perform other related duties as required.

# **QUALIFICATIONS**

## **Education:**

### Required

- Master's Degree from an accredited college or university is required.

### Preferred

- An earned doctorate is preferred.

## **Experience:**

### Required

- Significant senior administrative leadership experience in higher education.
- Demonstrated knowledge of effective teaching and learning processes for the adult learner.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college student is required.

### Preferred

- A minimum of three years of postsecondary faculty (teaching, library, student services) experience is preferred.
- Community college faculty experience is preferred.

## **Knowledge of:**

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

**Ability to:**

- Establish and maintain cooperative working relationships with those contacted in the performance of duties; and 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.

**Physical ability to:**

- Read and comprehend printed matter and text and data on computer monitors;
- Communicate intelligibly and effectively via speech, telephone, written correspondence, and/or email;
- sit or stand for extended periods of time; Lift and/or carry 25 pounds; and
- Exert manual dexterity sufficient for keyboard and other office equipment operation.

**License and Certificates** (current within the last year or must be continuously current):

Required

- Valid driver's license and eligible to obtain California driver's license upon hire

**ADDITIONAL INFORMATION:**

**Required Documents:** Candidates will be required to submit a cover letter, resume, two current letters of recommendation, and unofficial transcripts when applying for this position. *When uploading documents, PDF uploads are preferred.*

Completed online applications and all supporting documents must be submitted **by the closing date for this position.** LATE, INCOMPLETE, FAXED, MAILED OR EMAILED APPLICATIONS WILL NOT BE ACCEPTED.

San Luis Obispo County Community College District ("Cuesta College") is an equal opportunity employer committed to nondiscrimination on the basis of race, ethnicity, color, religion, national origin, sexual orientation, gender, gender identity, gender expression, marital status, medical condition, pregnancy (including pregnancy, childbirth, and medical conditions related to pregnancy or childbirth), age, disability (physical and mental), genetic information, military and veteran status, or any other characteristic protected by applicable federal and state law in admission and access to, or treatment in employment, educational programs or activities at any of its campuses. Reasonable accommodations will be provided for applicants with disabilities who self-disclose. Cuesta College also prohibits harassment on any of these bases, including sexual harassment, as well as sexual assault, domestic violence, dating violence, and stalking.

In compliance with California law, all prospective staff and students are entitled to read the Annual Security Report, published each October by the Cuesta College Department of Public Safety. This report contains information about our emergency and crime reporting procedures, as well as crime statistics for the past 3 years. You may request a copy of this report at one of our two Public Safety Offices: on SLO campus at Building 6600A or on North County Campus at building N1035, during campus business hours.