



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

COLLEGE PRESIDENT

An Executive Position
Grade EC – Salary Schedule 10

A. General Statement

Reporting directly to the Chancellor, the College President is the chief executive officer of a college. The College President provides visionary leadership for the college and is responsible for the delivery of educational and other services provided by the college and for the supervision of the senior administrative staff and educational programs and services of the college. The President provides high level direction regarding the overall operation of the college and delegates to the Vice President, Deans and Directors, and other management staff the supervision of other administrative, teaching and classified staff. The President is a district team member on the Chancellor's cabinet.

B. Duties & Responsibilities

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Plan and develop the overall academic direction for the College and District in conjunction with the Chancellor
2. Plan and recommend the instructional and student services programs, College budget, and organizational structure of the College
3. Collaborate with District and College staff in strategic planning of short- and long-range goals and objectives, policy development and resource allocation
4. Administer the overall development, evaluation and improvement of the College curriculum and student services programs, services and activities
5. Oversee the collaboration of instructional and student services managers to provide and enhance a student-centered model of education
6. Provide leadership for the implementation of policies and procedures that ensure and enhance equal opportunity for College students and staff
7. Plan, organize, direct and evaluate the activities of the College pursuant to District and College mission and goals as set forth by the Board of Trustees
8. Provide leadership for sound fiscal planning in the development and management of the institution budget and externally funded initiatives
9. Conduct administrative staff meetings and councils
10. Participate in shared governance consultation and collaboration with faculty, staff and student group representatives

11. Provide guidance to and receive advice from faculty organizations on matters relating to the instructional and student services programs
12. Establish and enhance communication between College, students, communities, businesses and District
13. Provide leadership for the development of outreach activities and partnerships that strengthen College viability
14. Represent the College as chief executive officer at community and business events, and at meetings with government and other agency representatives
15. Recommend the selection, retention, promotion and termination of College personnel
16. Provide staffing recommendations in compliance with Equal Employment Opportunity principles and guidelines
17. Lead and coordinate innovative efforts for staff development and the improvement of instructional and student services programs
18. Promote and participate in the application of computer technology to College and District programs and services
19. Coordinate projects and activities related to program and College accreditation, articulation and matriculation
20. Provide for the safety of students, staff and the general public at the College
21. Support the implementation of safety training programs and services for students and staff
22. Oversee College facilities to insure that they are functional, energy-efficient and safe
23. Perform other related duties as assigned by the Chancellor

C. Requirements

1. Possession of at least a Master's Degree from an accredited college or university
2. The equivalent of three years of progressively responsible experience at the level of a division dean or higher in an accredited college or university
3. Proven management and leadership qualities and skills
4. Ability to communicate effectively and constructively with persons of diverse cultures, language groups, and abilities
5. Demonstrated sensitivity to and ability to work with the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students, faculty, and staff, including those with disabilities

D. Physical/Other Requirements

This classification requires data comparison, analysis and interpretation; conceptualization; oral communication with small and large groups; persuasive communication; negotiation; confrontation; conflict resolution; coordinating work performed by others; tact, sensitivity, patience; flexibility and adaptability; good memory; attention to details; and prioritization in order to perform the essential functions.

E. Knowledge, Skills & Abilities

1. An educator who has a vision of academic excellence who is guided first by student and community needs in his/her decision making
2. An academic leader with successful college teaching and/or student services experience or equivalent, who promotes collaboration among the units of the college
3. An excellent communicator who welcomes ideas from all segments of the college community, provides constructive feedback and keeps all informed through a variety of effective mechanisms
4. A future-oriented, systematic thinker who has proven experience in setting institutional priorities, making good decisions, articulating the rationales that inform decisions, assessing the efficacy of decisions, garnering support of others, and following through with initiatives that enhance the performance, image and appeal of the College
5. Demonstrated success as a fiscally responsible manager who utilizes budget policies and procedures as well as student outcomes and related research to inform strategic planning, and who can work effectively with District Office staff and sister college executives in a complex multi-college organization

6. Demonstrated commitment to shared governance, professional development, and possession of strong interpersonal skills
7. Ability to oversee improvements in the infrastructure of a college, including the physical facilities and information technology
8. Knowledge and/or experience with higher education regulatory agencies, accreditation standards and collective bargaining
9. Demonstrated ability to build a team, build trust, motivate others, set a strategic course of action, hold staff accountable, and make difficult choices among strong, competing interests
10. Demonstrated experience as a community leader who strengthens relationships with other educational institutions such as K-12, four-year colleges and universities
11. A balanced interest in, experience with, and understanding of vocational education, transfer education, community education, basic skills education, student services, and statewide learning community initiatives
12. Demonstrated positive relations with business, industry, and community-based organizations
13. Demonstrated successful experience as a leader in fund raising
14. A demonstrated commitment to and a proven track record in diversity hiring at all levels, fostering a learning environment that celebrates its diversity and being sensitive to the demographics of the service area

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