



SUPERINTENDENT / PRESIDENT

Reports to: College Board of Trustees

Dept: Office of the Superintendent/President

FLSA: Exempt

EEO: Executive/Administrative/Managerial

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.

BASIC FUNCTION:

Under general policy guidance of the elected Board of Trustees, plan, organize, integrate and direct the operations and activities of the four campus locations of MiraCosta Community College District; provide expert professional stewardship of all College resources; ensure the quality of educational content provided to students; and perform related duties as assigned.

The Superintendent / President shares diversity, equity, and inclusion leadership responsibilities with other campus leaders.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Provides diversity, equity, and inclusion leadership in student recruitment and retention; student, faculty, and staff achievement and success; leadership development; nondiscrimination; strategic planning and accountability.
2. Plan, organize, direct, integrate and evaluate the work of all district departments to ensure that College operations, activities and services comply with the policies and strategic direction set by the Board of Trustees and with all applicable laws and regulations; with the executive management team, develop and recommend adoption of the strategic plan and other long-range academic, facilities and resource plans; direct the development and implementation of short- and long-term plans, goals, financial strategies and objectives to achieve district vision, mission, values and accreditation; direct the development of operating and capital improvement budgets for approval and adoption by the board; direct and monitor implementation of adopted budgets.
3. Plan and evaluate executive staff and Dean performance; establish performance requirements and personal development targets; regularly monitor performance and provide coaching for performance improvement and development; recommend disciplinary action, up to and including termination, in accordance with the district's personnel rules and policies.

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4. Provide leadership and work with the executive team to develop and retain highly competent, student service-oriented faculty and staff through selection, compensation, training and day-to-day management practices that support MCCCDC's mission, objectives and values.
 5. Assess service area and community needs and ensure objectives and priorities are focused on meeting those needs effectively, efficiently and with high-quality educational opportunities and programs; direct development and implementation of initiatives for instructional, student and administrative services and quality improvement/enhancement; provide day-to-day leadership and work with the executive team to ensure a high-performance, student service-oriented environment consistent with sound, innovative management principles and MCCCDC mission and values.
 6. Advise and assist the Board of Trustees in identifying, articulating and implementing policies and programs; interpret Board of Trustees' instructions and requests; ensure effective board/staff relations and assist with governance improvement initiatives; make interpretations of MCCCDC policies and applicable laws/codes to ensure compliance.
 7. Direct and oversee the development and maintenance of comprehensive, effective human resource management programs, policies and systems; direct and monitor the district's labor negotiations and labor-management relations programs and initiatives; direct the improvement of management systems and processes to improve the district's delivery of quality educational services.
 8. Represent the district and participate in state, regional and local meetings, conferences and organizations; serve on community boards to promote the MCCCDC mission; support the MiraCosta College Foundation through events, meetings and fundraising.
 9. Provide personal leadership on projects or issues that are highly sensitive, political or controversial.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

1. Theory, principles, practices and techniques of organization design and development, public administration, community college financing, policy formulation, accreditation, financial administration and long-range planning.
 2. Applicable federal, state and local laws, rules and regulations, including those involving Title 5, California Education Code, California regulatory agencies, accreditation and collective bargaining.
 3. District organization, vision, values, mission, operations, policies and objectives.
 4. Educational needs of current and future community college students.
 5. Principles and practices of budgeting, purchasing and maintaining public records.
 6. Organization and functions of an elected board of trustees.
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7. Laws and regulations governing the conduct of public meetings.
 8. Social, political and environmental issues influencing college program/project development and implementation.
 9. Research methods and analysis techniques.
 10. Principles and practices of effective human resource management.
 11. District human resources rules, policies and labor contract provisions.
 12. Principles and practices of sound business communication.

ABILITY TO:

1. Analyze and make sound recommendations on complex educational policy, management and administrative issues.
2. Plan, organize and direct administration of a large community college.
3. Understand, interpret, explain and apply MCCCCD rules, policies and procedures.
4. Present proposals and recommendations clearly, logically and persuasively in public meetings.
5. Represent the College effectively in activities involving state, regional and community organizations.
6. Prepare clear, concise and comprehensive correspondence, reports and other written materials.
7. Exercise sound, expert independent judgment within broad general policy guidelines.
8. Establish and maintain effective working relationships with the Board of Trustees, MCCCCD vice presidents, deans, executive directors, staff, faculty, business executives, community groups, consultants, media representatives and the public.
9. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
10. Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.

EDUCATION AND EXPERIENCE:

Graduation from an accredited graduate school with a PhD or EdD, and at least ten years of progressively responsible community college management and administration experience; or an equivalent combination of training and experience.

LICENSES AND OTHER REQUIREMENTS:

A valid California driver's license and the ability to maintain insurability under the district's vehicle insurance program.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

All district faculty and staff.

CONTACTS:

Governing board members, district administrators, faculty, staff, students, other college and community organizations, elected officials, foundation/community supporters, vendors, contractors, media and the general public.

PHYSICAL EFFORT:

The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Primarily sedentary with intermittent standing, walking, bending and stooping; occasional light lifting and carrying of objects weighing up to 25 pounds; ability to travel to various locations on and off campus as needed to conduct district business.

EMOTIONAL EFFORT:

Ability to develop and maintain effective working relationships involving interactions and communications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to work effectively under pressure on a variety of tasks concurrently while meeting established deadlines and changing priorities.

WORKING CONDITIONS:

Primarily business office environment; subject to frequent public contact and interruption; intermittent exposure to individuals acting in a disagreeable fashion; may work at any district location or authorized facility with occasional evenings and/or weekends on an as-needed basis. Occasional local travel may be requested.