

# **Imperial Valley College**

## ***Superintendent /President***

### **DEFINITION:**

Under the direction of the Governing Board, envision, plan, organize, coordinate, direct, administer, review and evaluate programs, services and activities of the entire community college district which provides and supports educational opportunities for students; provide executive direction and leadership to the district's educational and classified administrators and staff in all areas of academic services, student services, administrative services, and other support services; plan, formulate, develop and implement short and long range goals and objectives in support of the educational master plan and consistent with the instructional needs of the community; promote and develop partnerships, cooperative functions and effective relationships with community business leaders, related organizations and others involved in educational services and career technical training.

Maintain broad perspective of all aspects of the district and work closely with the Board to facilitate achievement of goals and objectives consistent with the district's educational master plan; assure the innovative and cost-effective formulation, development, and implementation of administrative, instructional, and student services programs, systems, policies, standards and activities in compliance with a variety of federal, state, local and district laws, regulations, policies, and procedures; select, direct, and evaluate the performance of the Vice Presidents and other direct reports.

### **EXAMPLES OF DUTIES:**

## ***INSTRUCTION AND STUDENT SUPPORT SERVICES***

- Assess the needs of the community and effectively align the instructional/support offerings with available resources.
- Recognize that teaching and learning is central to the college mission by encouraging curriculum and program development, including alternative teaching methods and techniques.
- Cooperate with the administration of area high schools and elementary schools in the development of best practices

## **MINIMUM QUALIFICATIONS**

- An earned Master's degree from an accredited college.
- Demonstrated experience at the senior administrative level.
- Demonstrated sensitivity to and understanding of the diverse academic socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

### ***Desired Qualifications:***

- Doctorate degree.
- Instruction, student, or administrative services experience in education.
- Demonstrated leadership in community activities and private/public partnership.
- Strong communication skills in English and Spanish.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of the mission of the California community college system.
- Knowledge of Brown Act and Governing Board proceedings.
- Ability to interpret laws, rules, and regulations affecting community colleges.
- Knowledge of trends in academic, vocational, community and contract education.
- Ability to effectively communicate both orally and written.
- Ability to formulate policy and procedures.
- Knowledge of enrollment management.
- Knowledge of district finance, budget methods and procedures.
- Ability to lead as an executive in a higher education environment.
- Ability to address and resolve employee and labor grievances.
- Knowledge of local economic conditions, community leaders and service organizations.
- Ability to plan, organize, articulate and evaluate plans and opportunities for all programs, personnel, activities, facilities, and services.
- Ability to solve problems and make decisions.
- Knowledge of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and employees.

## **WORKING CONDITIONS**

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—

