

**San Jose/Evergreen Community College District
Management Job Description**

Position: Chancellor

Department: Chancellor's Office

Location: SJECCD

Date: April, 2010

POSITION PURPOSE

As the District's Chief Executive Officer, the Chancellor is responsible for all aspects of District operations, and reports to an elected seven-member Board of Trustees. The Chancellor works in collaboration with the college presidents and faculty, staff and student governance groups to meet the ever-changing educational needs of an extremely diverse community and its student population. Under policies and priorities established by the Board, the Chancellor is responsible for assessing, planning, implementing and evaluating the programs and services of the District to meet the educational needs of the students and the community. As the administrative leader of the District, the Chancellor plays a key role in representing the District to numerous community, business, labor, educational and governmental groups.

KEY DUTIES and RESPONSIBILITIES

MAJOR CHALLENGES FACING THE DISTRICT

1. Leads effectively and wisely SJECCD budget planning during a long term recession and economic downturn in California.
2. Maintains prudent financial management in a challenging economic climate.
3. Meets SJECCD community and student demand for access and success while financial resources are diminishing.
4. Builds a culture of organizational trust and unity across the SJECCD.
5. Develops an organizational culture that is healthy, achieving, competent and committed to valuing students first.
6. Sustains a demonstrable commitment to equity, fairness and diversity throughout the SJECCD by all employees, for all students.
7. Responds programmatically to the changing and future needs of the greater SJECCD community.
8. While building SJECCD's reputation throughout the community, creates a long-term Strategic Plan for the future.

AREAS OF LEADERSHIP

Teaching and Learning

9. Ensures accountability for excellence in student access and equity, success and retention with measurable outcomes.
10. Understands and respects the autonomy and unique identity of each college.

11. Advocates for the needs of a diverse student population and community including a large number of immigrants and ensures that college outreach and recruiting efforts provide open access.

Community Relations

12. Pursues relationships and partnerships with local governments, business and industry, and community-based organizations with the goal of meeting emerging and future community needs.
13. Enhances the District's image in the K-college educational community and increases the District's visibility in the city, county and state.
14. Represents the District in the local community and particularly at the state level, in order to increase financial resources and promote the District's interests.
15. Strengthens educational programs that develop local leadership.

Shared Governance

16. Supports the process of consultative and participatory/shared governance with all constituent groups, with the goal of effective and efficient operations in order to fulfill the District's mission.
17. Creates and fosters an institutional culture and policies that ensure that each constituent group is treated professionally and as respected partners in District decisions, plans and processes, as appropriate.
18. Respects the primary role of the Academic Senates in the areas of academic and professional matters as defined in the California Education Code.

Management and Operations

19. Ensures the implementation of annual priorities that are developed by the Board of Trustees in concert with all segments of the District. Holds District /executive management accountable through measurable outcomes.
20. Ensures that District office operations serve and support the educational functions of the colleges.
21. Promotes District-wide cultural competency and encourage hiring to better reflect the diversity of the student population.
22. Supports and respects campus processes and the CEO role and the authority of each college president.
23. Ensures fiscal accountability in the fiscal/budget processes of the District and ensures that they are open, transparent and guided by collaborative planning processes.
24. Administers the District budget as approved by the Governing Board and promotes prudent and effective fiscal stability.
25. Works effectively with the District's unions to foster collegial collective bargaining and grievance processes.
26. In collaboration with constituent groups, develops and uses an evaluative process for senior administrators that incorporates input from college personnel.

27. With feedback from the college campus and ongoing direct assessment, evaluates how well each college president works to develop and implement each college's educational and strategic plans.
28. Ensures that the colleges respond to existing Board policies related to integrated strategic planning, budget and program review, consistent with accreditation standards and recommendations.
29. Ensures that planning processes and college plans are consistent with Governing Board policies and priorities.

Governing Board

30. Works collaboratively with the Board of Trustees to develop Board priorities.
31. Assists in the development of measurable goals for Board priorities, and implements these goals with strict evaluation of, and accountability from, those responsible for reaching these goals.
32. Develops an effective and trusting relationship with the Governing Board.

KEY LEADERSHIP ATTRIBUTES

1. Effective and proven communicator who builds bridges to all constituents.
2. Trustworthy, honest, open relations with SJECCD board, faculty, staff and students.
3. Transformational leader who is an effective, passionate and a compassionate problem solver.
4. Strong academic record of innovation and program development.
5. Capacity to institutionalize and lead a common, shared vision for the SJECCD.
6. Proven ability to influence change, transform organizations, while building confidence and trust.
7. Demonstrated commitment to cultural competence, diversity and social justice.
8. A record of effective leadership experience in meeting the educational needs of underserved, non-traditional populations, and historically underrepresented groups.
9. A "life experience" that facilitates commitment to social justice and empathy with SJECCD students.
10. Ability to build and leverage community resources, relationships and partnerships.
11. Ability to build close alignment personally and professionally within the SJECCD and the community it serves.
12. A visionary leader who is persuasive, motivating and committed to the district and community.
13. An experienced CEO who is student-centered, builds strong community relationships and is an effective political advocate.
14. A dynamic and enthusiastic person able to create a collaborative culture among employees, students, and community.

15. Fiscal knowledge, skills and acumen to preserve student services and programs in a climate of economic instability.

DEMONSTRATED EXPERIENCE

1. College-level classroom instruction in an environment with diverse student population (highly desired).
2. Ability to lead and motivate and be an advocate for student success and equity.
3. Knowledge of contemporary educational issues in California and effective academic, occupational and continuing education programs.
4. Technical knowledge and leadership experience in fiscal management, enrollment management, strategic planning, human resources development, collective bargaining, curriculum and instruction, facilities planning, community relations, and legislative relations.
5. Successful collaborative work history with unions and faculty groups, as well as external partners such as business, government, community-based organizations, and ethnic communities.

REQUIRED QUALIFICATIONS

1. Master's degree from an accredited institution; earned doctorate highly desired.
2. Significant and successful administrative experience in higher education, including at least five years as a chief executive officer or a senior administrator, preferably with some experience in a community college.
3. Demonstrated competence, knowledge, sensitivity, and ability to provide leadership in a complex educational environment with students from diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds.
4. Effective leadership experience working with historically underrepresented groups, and groups who may have experienced discrimination.
5. Demonstrated success integrating diversity into at least three of the major areas including supervision, evaluation, recruitment, hiring, student services, program and/or curriculum development, policies and practices, retention of women, ethnic minorities and the disabled, contracting, mentorship, staff development, and meaningful interaction with diverse students and other employees

Date Approved: April 2010

Salary Range: Determined by Board.

EEO-Category: 2B1- Executive/Administrative/Managerial