

San Jose/Evergreen Community College District
Academic Executive Management Job Description

Position: Chancellor

Department: Chancellor's Office

POSITION PURPOSE

Under Board of Trustees policy direction, the Chancellor serves as the Chief Executive Officer responsible for District operations and the planning and execution of the District Strategic Priorities; works in collaboration with college presidents, executive administrators and faculty, staff and student governance groups to meet the ever-changing educational needs of an extremely diverse community and student population; ensures institutional fiscal integrity and viability; maintains community, legislative, and District relations; provides leadership for Districtwide integrated planning in delivering quality education in a supportive environment that fosters high levels of access and success; and performs other duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below exemplify the work of the classification, and assigned duties may include work that is similar, related or a logical assignment to this class.

1. Serves as a strategic advisor to the Board of Trustees in developing and implementing the District's vision, goals, and priorities, and executes Board policies and directives with a commitment to academic excellence and student success.
2. Represents the District and enhances its image and visibility in the region and state to meet current and future community needs, increase funding and promote the District's interests; strengthens educational programs and student support through relationships, engagement and partnerships with local educational districts, businesses and industries, and community-based organizations.
3. Ensures the implementation of annual priorities and execution of the District Strategic Plan in response to the needs of students and the community; acts as a thought leader to champion educational access, student success, regional workforce innovation/development, and community collaboration.
4. Ensures compliance with all rules, regulations, directives and decisions from the Board and applicable federal, state and local laws, rules and regulations including the California Education code, Title V and Title IX, and reporting requirements; remains current on pending legislative decisions and developments.
5. Provides leadership and works with management to develop an efficient organizational structure, promote a total work environment that contributes to the success and development of its students and employees, and supports achievement of the District's mission, values and objectives; promotes workplace diversity, inclusion and cultural competency.
6. Promotes and supports instruction, learning, and positive student outcomes; maintains and improves the quality of instruction and student services through collaborative planning processes, cultural competency, accountability and effective fiscal stability.
7. Supports the process of consultative and participatory governance with all constituent groups; creates and fosters an institutional culture that ensures each constituent group is treated professionally and as respected partners in District decisions, plans and processes; respects the role of the Academic Senates in the areas of academic and professional matters as defined in the California Education Code.
8. In collaboration with District executive leadership, ensures that District and college planning processes and plans are integrated and consistent with Board policies and priorities, are inclusive of

the voices and perspectives of various internal and external stakeholders, and are based on data and evidence.

9. Ensures accountability for excellence in student access, equity, success and retention by establishing and achieving measurable outcomes; advocates for the needs of a diverse student population and community including outreach and recruiting efforts and open access to education.
10. Integrates the use of institutional research and data analysis to make informed institutional decisions including evaluating priorities, programs, services, budgets and position control.
11. Attends and presents at Board and District committee meetings.
12. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Advanced knowledge of the principles and practices of public administration.
2. Leadership principles and practices to collaboratively develop and implement higher-education instructional and student success programs and services.
3. District mission, objectives, organization, operations and policies.
4. Principles and practices of business and financial management of public higher-educational institutions.
5. Federal, state and other applicable laws and regulations and District policies and procedures governing the District including applicable sections of the California Education Code.
6. Principles and practices of information technology systems at a level needed to make decisions regarding advancement of educational, administrative and other organizational computing.
7. Advanced knowledge of the Accrediting Commission for Community and Junior Colleges (ACCJC) accreditation process, including the eligibility requirements, accreditation standards and commission policies.
8. Regional, District and community resources including governmental, community and social service organizations and their functions.
9. Advanced principles and practices of labor relations, including negotiation methodologies and contract administration techniques, and provisions of labor contracts/agreements.
10. Principles and practices of effective leadership, management and supervision.
11. Principles and practices of organizational improvement and culture change.
12. Board Policies, Administrative Regulations, and Human Resources policies and procedures.

Skills and Abilities to:

1. Work collaboratively with the District Board of Trustees, other executives/administrators, college faculties, employees and the community to support the District's mission and implementation of the Strategic Priorities.
2. Represent the District effectively to internal and external organizations and individuals and identify and respond to sensitive community and organizational issues and needs.
3. Communicate effectively to a variety of audiences through multiple means of communication.
4. Understand and respect the autonomy and unique identity of each college.
5. Work collaboratively with District executives and the Board of Trustees and provide complex strategic analysis, advice, and policy support, and develop solutions to complex issues.

6. Plan, direct and support the achievement of District goals, Districtwide needs and the healthy functioning of governance, financial, management and other systems.
7. Understand, interpret, explain and apply applicable laws, codes and ordinances.
8. Evaluate the educational needs of the communities served by the District.
9. Reflect on institutional and teaching practices and aim to create a culturally responsive instructional environment.
10. Delegate authority and responsibility and ensure accountability.
11. Apply objective and fair assessments in decision making and personnel matters.
12. Select, motivate and evaluate managers, faculty and staff and provide for their training and professional development.
13. Develop and implement appropriate procedures and internal controls.
14. Operate a computer, standard business software and applications.

Education and Experience:

1. Master's degree from an accredited institution. A doctorate degree is preferred.
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 sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, cultural, disability, and ethnic backgrounds of the District's students and sensitivity to, and knowledge and understanding of, groups historically underrepresented, and groups who may have experienced discrimination.
4. Experience working closely with a Board of Trustees and executing board policies.
5. Proven experience creating a positive working relationship with labor organizations.
6. A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program or the ability to travel to District campuses and locations.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, subject to frequent interruption and to intermittent exposure to individuals acting in a disagreeable fashion. The employee may be required to travel to locations other than the assigned work site, and occasional evenings, holiday and/or weekend work may be required.

Physical Demands:

While performing the duties of this class, the employee is primarily in a stationary position and is required to move about the office to access office machinery, files, etc.; perform constant operation of a computer and other communication and office equipment; observe details at close range; and move or lift up to 10 pounds.

Mental Demands:

While performing the duties of this class, the employee is regularly required to accurately communicate information and other ideas so that others will understand using written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work independently and under intensive deadlines; and interact with District managers, staff, the public and others encountered in the course of work.

Board Approved: December 9, 2025

Salary Range: EM-1

EEO Category: 2B1- Executive/Administrative/Managerial