

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Chancellor
Unit: Executive Management

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Job Code: C9376
Original Date: 07/2006
Last Revision: 02/2020
Staff Type: Academic
FLSA status: Exempt

DEFINITION

The Chancellor is the Chief Executive Officer of the District and reports to an elected five-member Board of Trustees. The Chancellor is responsible for all operations of the District and assures that the District is administered in accordance with the policies adopted by the Board of Trustees, the regulations of the State of California, and the relevant requirements of the federal government. The Chancellor provides leadership and advocacy for the District in keeping with the District mission of supporting and promoting student equity, learning, and success. The Chancellor oversees three colleges, a baccalaureate program, and a large Continuing Education Program with six non-credit education campuses. The Chancellor maintains community, local K-12 and higher education, legislative, state, federal, and District relations; provides leadership for strategic planning; and assures the institution's fiscal integrity and stability.

EXAMPLES OF DUTIES

Governance, Leadership, and Advocacy

- Encourage frequent, open and effective communication throughout the District and in the community.
- Ensure participatory governance and promote collegiality, cohesiveness, and respect among all District constituents.
- Facilitate and create a unified community and District environment by developing and strengthening relationships between the colleges, Continuing Education, the District Office and the communities served by the District.
- Promote a positive image of the District through appropriate marketing, outreach, and community relations strategies.
- Strengthen and develop cooperative partnerships with industry, local K-12 districts, and other institutions of higher education.
- Promote diversity, equity, and inclusion within the District and within its instruction and services.

Instruction, Learning, and Student Support Services

- Promote and support equity-minded and culturally competent teaching, learning, and student success through the maintenance and improvement of high-quality instruction and services in both credit and non-credit programs.
- Support associate and baccalaureate degree completion, certificate completion, transfers to four-year institutions, and career and occupational education and opportunities for workforce training.
- Fulfill the needs of a diverse student body by working with faculty, staff, and students to initiate innovative programs and curricula, student support services, and appropriate co-curricular activities.
- Ensure programming and decision-making are informed by meaningful data analysis, both quantitative and qualitative.
- Ensure the development and implementation of research and strategic planning regarding the need for new and/or improved educational programs and services.

Human Resources/Employee Relations

- Demonstrate effectiveness and commitment to diversity, equity, inclusion and equal employment opportunity for all categories of staff.

Provide leadership to ensure responsible, effective, and productive collective bargaining processes and relationships.

Support culturally competent professional growth and development for all employees.

Planning, Finance, and Facilities

Provide leadership and accountability for strategic planning and annual goals.

Ensure the integrity and stability of the District's finances through an effective and transparent financial management system and by providing advocacy for on-going state and federal funding.

Pursue and ensure the effective management of alternative sources of revenue, including state and federal grants, bond measures, property leases and private philanthropy.

Provide and ensure the effectiveness and availability of appropriate technology for all district functions.

DESIRED QUALIFICATIONS

Training and Experience: Minimum Qualifications

A master's degree from a regionally accredited college or university AND one (1) year of formal training, internship, or leadership experience reasonably related to the administrator's assignment AND demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college staff, faculty, and students.

Training and Experience: Preferred Qualifications

A doctorate degree from a regionally accredited college or university AND five (5) years of formal training, internship, or leadership experience reasonably related to the administrator's assignment.

Evaluation

The Chancellor is subject to an annual evaluation to be structured and conducted by the Board of Trustees based upon institutional and performance goals and objectives.

Contract and Compensation

The Chancellor may hold a contract of up to three years' duration, subject to annual renewal as determined by the Board of Trustees.

Residence

The Chancellor is encouraged to reside within the legal boundaries of the San Diego Community College District.