

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: 03/2017
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 learning and student success. The Chancellor oversees three colleges, six non-credit education campuses of the District, and a multi-state military education program. The Chancellor maintains community, 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 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.

Instruction, Learning, and Student Support Services

Promote and support teaching, learning, and student success through the maintenance and improvement of high-quality instruction and services in both credit and non-credit programs.

Support transfer, career, and occupational education for workforce training.

Fulfill the needs of a growing and 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 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, and equal employment opportunity for all categories of staff.

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

Support 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 financial management system and by providing advocacy for State and federal funding.

Pursue and ensure the effective management of alternative sources of revenue, including such projects as COPs, bond measures, and leases.

Provide and ensure the effectiveness of appropriate technology for the classroom and for administrative support.

DESIRED QUALIFICATIONS**Training & Experience: Minimum Qualifications**

A master's degree (doctorate or other equivalent terminal degree is preferred) 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.

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 four 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.