

EL CAMINO COMMUNITY COLLEGE DISTRICT

TITLE: SUPERINTENDENT/PRESIDENT

Rationale: As mandated by Section 72411.5 of the Education Code with duties as specified in Section 72413 of said Code.

To provide leadership in providing high quality education in the District at the community college level.

Reporting: To Board of Trustees and accountable to that Board.

Coordinating: Chancellor
Board of Governors of the California Community Colleges
South Bay Media
Vice Presidents of El Camino College (3)
Superintendents of Schools, Los Angeles County
Superintendent/Presidents and Chancellors of neighboring Districts
Superintendents of Elementary and High School Districts
State Legislators
Taxpayers

RESPONSIBILITIES

1. To serve as Secretary to the Board of Trustees.

2. To represent the Board and the College before all constituencies and funding sources.

AUTHORITY

A. To attend meetings and closed sessions of the Board of Trustees.

B. To assure preparation of all Board Agenda and supporting materials.

C. To recommend to the Board new policies and amendment of existing policies.

D. To make recommendations to the Board for action on personnel, budget, governance, curriculum and other areas.

E. To generate the institutional research data on the College and the District, needed by the Board for decision making.

A. To develop liaison for the College with elected officials representing the District at all levels.

RESPONSIBILITIES

3. To assure development of a maintenance, repair, remodeling and new construction plan to house all educational programs in clean, dignified facilities, that support educational process.
4. To develop plans and policies for the improvement of instruction, the development of new curricula and the evaluation of existing programs.
5. To administer the College's budget.

AUTHORITY

- B. To solicit supplementary funds for the College from public and private donors.
- C. To assure development of public information community services, continuing education and cultural programs, to assure college services to all sectors of the District.
- D. To assure favorable media coverage of College achievements and services.
- A. To assure safety and security of students and staff on campus.
- B. To assure the maintenance of all buildings on campus.
- C. To propose timely construction of new facilities to the Board, to assure meeting educational needs of the District.
- D. To approve all plans for construction and remodeling of facilities.
- A. To evaluate all curricula from educational and cost perspectives.
- B. To assure availability of educational programs that meet District manpower needs.
- C. To recommend curriculum priorities to the Board.
- A. To recommend to the Board for approval, budget requests for each succeeding year.
- B. To establish operational priorities.
- C. To assess propriety of spending requests.

RESPONSIBILITIES

6. To develop plans and policies for student-oriented programs.
7. To assure the operation of College-wide governance mechanisms involving all constituencies.
8. To recommend personnel actions to the Board of Trustees.
9. To assure the smooth operation of the College.

AUTHORITY

- D. To recommend Board approval of bids and contracts.
- A. To assure the delivery of required non-Instructional services to students as mandated by the Board and the State Educational Code.
- B. To evaluate the adequacy of the delivery of services.
- A. To assure involvement of faculty, certificated and classified staff, and students in governance.
- B. To act as a conduit, assuring all constituencies of access to the Board.
- A. To assure the existence and observance of procedures to assure appointment of the highest quality of personnel.
- B. To assure compliance with District, state and federal affirmative action regulations.
- C. To assure evaluation of performance of all personnel.
- D. To approve goals and performance objectives for personnel.
- E. To recommend appointments, reappointments, non-reappointments and awards of tenured and terminal appointments to the Board of Trustees.
- A. To delegate specific tasks to appropriate personnel.
- B. To evaluate the adequacy of the completion of tasks by the personnel to whom implementation is delegated.

RESPONSIBILITIES

10. To plan the future of El Camino College.

11. To assure the visibility of El Camino College among community colleges in California and around the nation.

AUTHORITY

A. To develop a long range planning process involving all constituencies.

B. To assure generation of data on the District and College operations, to support planning.

C. To recommend approval and annual revision of the long-range plan, by the Board of Trustees.

A. To speak and write for national audiences, describing college programs and broader educational issues.

B. To engage in Board approved activities the national reputation and visibility of the College.