General Overview:

The Superintendent/President is responsible for leading all aspects of the college and district including instruction and student services, institutional planning, budgeting, fundraising, advocacy, resource development, personnel management, and facilities development. The Superintendent/President is the chief executive and administrative officer for the West Kern Community College District, reporting to the Board of Trustees, a five member, elected governing board. The Superintendent/President provides leadership in support of the district’s mission.

Responsibilities and Duties:

**Student Learning/Academic Excellence:**

1. Leading the college in creative curriculum planning to support general education, foundational education, transfer preparation and career/technical education, to advance the mission of the college.
2. Ensuring that college programs reflect a commitment to student success, access, equity and diversity.
3. Working collaboratively with the Academic Senate to provide leadership to the institution in meeting accountability outcomes for student learning and student achievement.
4. Leading institution-wide planning processes that support integrated plans for the college’s educational programs, facilities and technology infrastructure, human resources, and strategic goals.

**Technology and Innovation:**

1. Leading the college in the use of innovative technology and supporting infrastructure to support teaching, learning, assessment, student services, and campus administration.
2. Nurturing the development of an innovative campus culture that is based on institutional effectiveness, collaboration and a commitment to continuous improvement.

**Governance:**

1. Executing all board policies and recommending modifications to policies on a systematic basis in accordance with Board Policy 2510 and related administrative procedures.
2. Interpreting educational policies to faculty, students and public, and ensuring the establishment of administrative processes/procedures to implement educational policies.
3. Ensuring that the collegial consultation process and the delegation of authority are understood by all stakeholders in accordance with Board Policy 2510.
4. Serving as Co-Chair of the college’s Governance Council, ensuring the effectiveness of the college’s collegial consultation process for planning and decision-making.
5. Creating and implementing processes for the timely development of board agendas; attending all meetings of the board and participating in its deliberations; supervising the administration of all records, proceedings and documents of the Board of Trustees; and ensuring that the board has regular opportunities for planning and special workshops to maintain currency in matters impacting the district.
6. Ensuring that the board is continuously informed of the progress and conditions of the college.
Facilities and Fiscal Management:

1. Providing institutional leadership and oversight of the district’s capital construction projects, facilities development and maintenance, and facilities planning in accordance with state law, applicable regulations, board policy and the district’s facilities master plan.
2. Ensuring the development of the annual budget, effective management of budgeted resources, the timely submission of all required financial reports per state law and accreditation standards, and the effective use of resources to support college priorities as identified through the college’s planning process.

Organizational Leadership:

1. Serving as the district’s representative with respect to all collective bargaining matters, making recommendations to the board concerning labor relations and personnel actions.
2. Ensuring effective human resources planning and development of the district’s workforce; supporting the district’s efforts to attract, retain, and develop a diverse workforce; recommending the appointment of all certificated and classified employees.
3. Advocating on behalf of the district at the local, state and national level in support of the college’s mission.
4. Engaging in activities and partnerships that strengthen the college’s relationships in the community and the larger service area; strategically focusing on opportunities for leadership within the region to advance the district and its programs.
5. Providing leadership to the Taft College Foundation and ensuring that advancement efforts are aligned with district priorities and strategic objectives.
6. Serving as the District’s lead negotiator in collective bargaining with the faculty and classified units.

Education and Experience

Minimum Qualifications:

- A master’s degree from an accredited institution
- Three years executive-level administrative experience in education (executive level experience defined as a chief executive officer or as having sole responsibility for a significant operational and budgetary area of the institution, such as teaching/learning, student services, or administrative services.)
- Possess the sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

Desirable Qualifications

- Earned doctorate degree from a regionally accredited institution.
- Five years of executive level administrative experience in higher education as defined above.

Physical Requirements

1. Ability to stand and circulate for extended periods of time.
2. Ability to work at a desk, conference table or in meetings of various configurations.
3. Ability to see for purposes of reading laws, codes, rules, policies, other printed material.
4. Ability to hear and understand speech at normal levels.
5. Ability to communicate so others will be able to clearly understand a normal conversation.
6. Ability to reach in all directions.
7. Ability to lift and carry 25 lbs.

Reasonable accommodations will be made for candidates with physical disabilities.