## WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT

## TITLE: CHANCELLOR

**DEFINITION:** Under direction of the Board of Trustees, envision, plan, organize, coordinate, direct, administer, review and evaluate the programs, services and activities of the entire

for all District functions in coordination with the leadership of major District entities, such as Mission College, West Valley College, Economic Development Institute and Central Services.

- Attend Board meetings and make oral presentations concerning all aspects of
  instructional and administrative activities; serve as leader of the District's executive
  team; confer with College and District administrators regarding Board agenda items and
  management issues involving programs and services of the District, including
  recommendations for new or revised policies and procedures; assure that Board policies
  and legislative directives are carried out in all areas of the District.
- Work closely with College administrators and leaders of the Academic Senates with regard to developing, modifying and enhancing college curriculum; review and evaluate curricular recommendations and encourage expansion of the instructional program to meet the diverse needs of students, including new, transfer, re-entry and high school advanced placement students.
- Represent the District to local, State and federal governmental bodies and agencies; solicit and obtain financial support and other resources for new and enhanced instructional programs and services; represent the District to the community including other educational institutions, business interests and service organizations.
- Interact with leaders of the business and social communities of the District to identify
  and communicate emerging educational trends and alternative funding sources for the
  District; provide leadership to District and College personnel to envision and develop
  new concepts, funding, approaches, methodology and concepts in the field of education.
- Assure compliance with all applicable laws, rules, regulations and restrictions related to instructional programs, student services, District operations and expenditure of District funds; assure that the highest legal and ethical standards are maintained and clearly communicated to District personnel, the Board of Trustees and the community.
- Review and evaluate effectiveness of District organization, personnel, programs and services; assure development and implementation of corrective action, improvements or additional programs and services as necessary; promote a climate which encourages staff development and formulation of clear job objectives.
- Provide for staff participation in achieving established goals and objectives for assigned services; recommend operational changes in all areas as appropriate to increase efficiency, effectiveness and quality of all District services.
- Direct the efforts and activities of District-wide committees, task forces and meetings; delegate responsibility to team leaders for representing the District's interests in the local community and at State or national meetings; review and evaluate information, factual

internal audits and budgetary controls are instituted and maintained; direct the timely and accurate preparation of enrollment and revenue projections and consolidation of all departmental budgets to facilitate attainment of the District's short- and long-range master plan.

- Maintain frequent contact with legislators in order to remain current regarding new and pending legislation related to State and federal community college district instructional programs, funding and financial support, student services, and administration.
- Assure optimum support services to students in all areas of student life, including
  maintenance of student records, academic and personal counseling, recreational and
  sports activities, health services, student government and other clubs and organizations,
  tutorial services, financial aid, and assistance programs for students with disabilities.
- Work cooperatively as a member of the management staff of the College and District toward the achievement of its goals and objectives.

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specifically related to higher education.

- Instructional program development and implementation at the community college level.
- Principles and practices of effective executive leadership.
- Sound fiscal management policies as related to public institutions.

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PHYSICAL DEMANDS: Typically must sit for long periods, see clearly to read normal and fine print, speak clearly and distinctly to provide information in person or on the telephone,