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Board Policy

SUPERINTENDENT/PRESIDENT ROLE

I. JOB DESCRIPTION

The Superintendent/President provides leadership to the Board of Trustees (Board), and is accountable to the Board which acts as one body. She/he performs all powers and duties, which are lawfully delegated to the Superintendent/President in accordance with the written policies adopted by the Board.

The Superintendent/President shall ensure the organization's performance. Consequently, the Superintendent/President's job performance shall be evaluated in the following areas:

- A. Organizational accomplishments of the provisions in the Board's Policies.
- B. Organizational operation within the boundaries of prudence, ethics, law, and regulations established in Board Policies and Board Expectations.
- C. Educational excellence and achievement of the college.

II. SPECIFIC JOB DUTIES

- A. Implement and regularly review Board Policies and District Policies.
- B. Provide Administrative Regulations and procedures that implement Board Policy.
- C. Serve as secretary to the Board.
- D. Provide for the organization and functioning of the management of the District.
- E. Provide leadership.
- F. Act as professional advisor to the Board.
- G. Represent the District.
- H. Interpret the District's plans, policies, and programs to the citizens of the Glendale Community College District.
- I. Evaluate the institutional effectiveness of the college and ensure an appropriate balance of uses of technology and human resources to maximize both cost effectiveness and quality.

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Board Policy

III. JOB RESPONSIBILITIES

The Superintendent/President has primary responsibility for the quality of the institution he/she leads. He/she provides effective leadership in planning, organizing, budgeting, selecting and developing personnel, and assessing institutional effectiveness.

- A. The Superintendent/President plans, oversees, and evaluates an administrative structure organized and staffed to reflect the institution's purposes, size, and complexity. He/she delegates authority to administrators and others consistent with their responsibilities, as appropriate.
- B. The Superintendent /President guides institutional improvement of the teaching and learning environment by the following:
 - 1. Establishing a collegial process that sets values, goals, and priorities.
 - 2. Ensuring that evaluation and planning rely on high quality research and analysis on external and internal conditions.
 - 3. Ensuring that educational planning is integrated with resource planning and distribution to achieve student leaning outcomes.
 - 4. Establishing procedures to evaluate overall institutional planning and implementation efforts.
- C. The Superintendent/President assures the implementation of statutes, regulations, and governing board policies and assures that institutional practices are consistent with institutional mission and policies.
- D. The Superintendent/President effectively controls budget and expenditures
- E. The Superintendent/President works and communicates effectively with the communities served by the institution.
- F. The Superintendent/President exercises these responsibilities in a collegial manner by supporting and relying upon the shared governance structure, process, and practice in his/her decision-making. In academic and professional matters, the Superintendent/President will collegially consult with the Academic Senate.

Reference:

Accreditation Standards-Standard IVB