

**Santa Clarita Community College District**  
**Job Description**  
**Title: Chancellor**

**Definition:**

The Chancellor is the Chief Executive Officer (CEO) of the District and reports to an elected five-member Board of Trustees. The Chancellor is responsible for all operations of the District in accordance with District rules and policies, federal law, and state law, including, but not limited to, Title V of the California Education Code. 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 maintains community, legislative, state, federal and District relations; provides leadership for strategic planning; and assures the institution's fiscal integrity and stability.

Hires, supervises, evaluates, and is directly responsible for the following positions:

- Deputy Chancellor
- Assistant Superintendent/Vice President, Business Services
- Assistant Superintendent/Vice President, Canyon Country Campus, Institutional Research and Planning, and Grants
- Assistant Superintendent/Vice President, Facilities Planning, Operations & Construction
- Assistant Superintendent/Vice President, Human Resources
- Assistant Superintendent/Vice President, Instruction
- Assistant Superintendent/Vice President, Student Services
- Assistant Superintendent/Vice President, Technology
- Special Assistant to the Chancellor
- Vice President, Economic and Workforce Development
- Vice President, Public Information, Advocacy and External Relations

**Examples of Essential Duties and Responsibilities**

The Chancellor shall have specific powers and duties and shall be directly responsible to the Governing Board.

***Governance, Leadership, and Advocacy***

The Chancellor's powers and duties shall be initiatory and executory. The Chancellor shall act both as a professional advisory of the Governing Board in the formulation of policies for governing the District and as chief executor of the policies adopted by the Governing Board. All powers and duties delegated to the Chancellor are to be executed in accordance with the policies adopted by the Governing Board. In a timely manner, the Chancellor shall provide the Governing Board with appropriate information in order that the Governing Board may promulgate policy. The Chancellor shall act in accordance with all policies officially approved by the Governing Board. As such, the Chancellor's responsibilities include, but are not limited to the following:

- The control of the District shall be unified under the Chancellor, and all employees of the District shall be responsible to the Chief Executive Officer through the District organizational structure.
- The Chancellor is charged with the enforcement of the rules, regulations, and decisions of the Board of Trustees and shall be responsible for the dissemination of all general orders adopted by the Governing Board relating to all District employees.
- Directs the preparation of Governing Board agendas and minutes in collaboration with the Board President as described in policy.
- Formulates and recommends to the Board of Trustees new or revised policies for the operation of the District requiring approval by the Board of Trustees.
- Implements new or revised policies and procedures of the Board of Trustees, when approved.
- Receives all official correspondence to and writes official correspondence for the Board.
- Represents the Governing Board to the staff in order to ensure coordination of effort with the District.
- Connects the institutional strategy of achieving high levels of student achievement with the operations of administrative and academic units.
- Focuses on student-centered education and understands the complexity of credit, noncredit/adult education and contract education programs and services.
- Supports the comprehensive community college and understands the competing priorities of transfer, career technical, college-readiness skills, noncredit/adult education, and community education.
- Encourages open and effective communication throughout the District and in the community.
- Encourages and increases participation in college operations and decision making per defined parameters, roles, and alignment of accountability.
- Maintains high standards in personal and professional matters.
- Maintains a commitment to truth and accuracy and helping close gaps on variances between the two.
- Assists in getting barriers out of the way.
- Designs and proposes solutions.
- Directs the preparation of such manuals, guides, and other publications as considered necessary to the effective administration of the District.
- Delegates to members of the staff any of the powers and duties of the Chancellor which may be delegated.
- Has the power to set procedures and structure to govern routine matters and makes recommendations for changes in administrative procedures, organizational structure, and management of the District.
- Advocates, collaborates and exhibits strong decision-skills to create a common commitment to and focus on students.
- Represents the District at meetings of the Board of Governors, Community College League of California, Association of California Community College Administrators, and Chief Executive Officers.
- Oversees the establishment of and maintenance of an effective program of public relations and serves as the Chief Public Relations Officer of the College (in cooperation with the Board of Trustees and staff members).

- Represents the District in the community by interpreting the community college educational program to the public, to parents, organizations, businesses, the press, and other community agencies.
- Represents the District in its relationship with governmental agencies and elected officials.
- Keeps the Governing Board apprised of pending legislative changes affecting the District and maintains continuing liaison with the District's representatives at the local level, in Sacramento, and in Washington, DC.
- Represents the Governing Board in its relationships with the citizens and the various social, civic, educational, and governmental agencies within the District and, as appropriate, communicates on behalf of the Governing Board.
- Facilitates and creates a unified community and District environment by developing and strengthening relationships between various divisions/operations of the College District and communities served by the District.
- Seeks and maintains positive relationships with a diverse community, press, local, state, and national leadership.
- Advocates for accurate and reliable data – locally and at the state level.
- Accurately represents the board's positions to the college and the public.
- Promotes a positive image of the District through appropriate marketing, outreach, and community relations strategies.
- Strives to provide leadership for positive relations with the media.
- Provides leadership in the way we partner on boards and creates opportunities in other venues (state, regional, and national) as appropriate.

#### ***Instruction, Learning, and Student Support Services***

- Reviews the educational program of the College on a continuing basis and recommends to the Board of Trustees modifications which will improve the scope and quality of the College offerings and related services consistent with overall institutional goals and purposes as well as local workforce demands.
- Expresses commitment to student access and success as demonstrated through changes in institutional strategies and policies that result in improved student achievement.
- Provides direction for the further development of the District with a focus on teaching, counseling effectiveness, and student success.
- Promotes and supports teaching, learning, and student success through the maintenance and improvement of high-quality instruction and services in both credit and non-credit programs.
- Fulfills 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.
- Recommends curricular changes.
- Supports transfer, career, and occupational education for workforce training.
- Strengthens and develops cooperative partnerships with industry, local K-12 districts, and other institutions of higher education.
- Builds partnerships and brings opportunities to the college.

### ***Planning, Finance, and Facilities***

- Initiates plans and programs of analysis leading to the establishment and evaluation of District and campus goals and objectives and shall make an annual report on the condition and the progress of the District and such other reports as the Governing Board may request from time to time.
- Directs the overall planning, operation, and general administration of the District in conformity with Board policies and stated institutional purposes.
- Ensures we provide accurate information on college services and programs, issues and circumstances to the press, foundation members, community entities, and valley-wide leaders.
- Ensures the development and implementation of research and strategic planning regarding the need for new and/or improved educational programs and services.
- Directs the continuous assessment of the changing needs of the communities which the District serves, and recommends necessary changes in overall management, programs and services.
- Orchestrates and strives to add perspective to overlapping and conflicting initiatives and mandates; and navigates the challenges and conflicts that these cause.
- Establishes urgency for improvement and works to establish and maintain among District leaders, faculty and staff a healthy sense of urgency about uniting the District's varied competing interests to accomplish the common goal of improving student outcomes.
- Uses an integrated planning process to ensure that the District's entities develop and implement master plans, strategic plans, and student equity plans that significantly improve student access and success.
- Ensures that the culture of the District is built around the completion of valuable credentials for all students and continuous improvement in learning and growth for students, faculty, and staff.
- Ensures that the District follows an integrated planning process that complies with accreditation standards by including effective implementation of plans, routine assessment of progress, and continuous data-informed improvement.
- Takes significant data-informed risks and inspires changes in how everyone across the District thinks and acts to improve student outcomes.
- Identifies gaps in student outcomes on the basis of factors such as race, ethnicity, and gender, and then mobilizes the District to improve results.
- Assists faculty and staff in the development of plans and the determination of their effectiveness in helping students achieve their desired learning outcomes.
- Ensures that the District maintains a healthy fiscal position in accordance with applicable Board Policy. Works with the Governing Board to achieve defined financial goals and maintain financial stability through collaborative budget development, strong oversight, and strict adherence to sound budget policy, procedures, and timelines.
- Assures the budget furthers our mission, goals, and long-range plans.
- Responsible for the development of budget recommendations and administration of the budget(s) in his/her area of responsibility in accordance with the parameters of the budget as approved by the Governing Board.
- Design strategies and provide leadership that attracts and results in additional funds for our district.

- Recommends on all matters relating to facility acquisition and development, including sites, buildings, and equipment necessary to provide for the educational program of the college.
- Directs the control and supervision of all District buildings, grounds, and equipment.
- Recommends all plans for the construction of buildings, landscaping of property, and repairs or alterations to existing property.

### ***Human Resources/Employee Relations***

- Ensures that all employees work within the duties and responsibilities described in class specifications, and for following all policies, rules, regulations, contract agreements, and procedures of the state and the District, including the requirement that access to privileged information be carefully protected.
- Recommends the organizational structure for the District, the staffing complement, the classification of positions and the compensation for these positions.
- Establishes and maintains a systematic program for filling emergency vacancies with competent substitutes or temporary employees.
- Demonstrates effectiveness and commitment to diversity, equity, and equal employment opportunity for all categories of staff.
- Empowers those within the college district to achieve goals and objectives, and develop their potential while supporting them in their efforts to design programs and implement changes.
- Supervises and evaluates others' performance and expects the best.
- Treats all personnel fairly and with courtesy.
- Promotes the application of ethics across the District and is committed to inclusiveness.
- Promotes collegiality, cohesiveness, and respect among all District constituents.
- Encourages faculty and staff diversity and demonstrates an open, approachable management style that is inclusive, collaborative, enthusiastic.
- Values and supports individual and organizational staff development, motivates employees, and acknowledges their contributions.
- Responsible for ensuring that bargaining agreements, board policies, and state and federal education statutes are consistently adhered to in the District by holding accountable those responsible for their implementation.
- Provides leadership in developing hiring processes, which result in hiring qualified and diverse staff in a timely manner.
- Recommends to the Governing Board the employment, promotion, and termination of employees. He/She may authorize employment prior to Governing Board action to accommodate payroll processing; and is authorized by the Board of Trustees to accept the resignation of any employee.
- Establishes and maintains programs for the effective recruitment, selection, orientation, development, and retention of highly competent personnel for the District.
- Works well with diverse groups and individuals.
- Assigns employees to all positions and directs, coordinates, and assesses supervision of the work in accordance with the policies and regulations established by State law and by the Board of Trustees.

- Responsible for the familiarity with and support of federal, state, and District policies on affirmative action; endeavors to protect students, employees, and members of the community from all discrimination and bullying.
- Promotes good health and safety practices, ensuring that employees work under conditions which protect their health and safety and urges full and continuous staff support of energy conservation efforts.
- Evidences sensitivity to be available to and exhibit compassion for people as individuals.

## **Qualifications**

### ***Knowledge and Skills***

- Principles, theories, and practices of public administration specifically related to higher education.
- Instructional program development and implementation at a community college.
- Sound fiscal management policies as related to community colleges.
- California Education Code, as it pertains to community colleges.
- Local economic conditions, student data, and enrollment trends.
- Understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of the District community including potential and current students.

### ***Abilities***

- Serves as the District's spokesperson.
- Analyzes complex financial, statistical, and narrative data regarding all aspects of college and district operations.
- Interprets and applies rules, regulations, policies and procedures.
- Handles difficult and sensitive issues and problems.
- Highly creative, but practical.
- Must be a self-starter, with the ability to lead and assume initiatives without close supervision.

### ***Physical Demands***

- Observe, monitor, and/or detect various activities.
- Identify, recognize, comprehend, examine, inspect, analyze, and/or assess various documents.
- Convey ideas effectively; exchange information and make presentations.
- Proficient use and operation of a computer keyboard.

### ***Minimum Education and Experience***

- Master's degree from an accredited institution or equivalent
- Five or more years of recent achievement in senior level administrative experience
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

The following education and experience is desirable:

- Doctorate degree
- Previously or currently held position as President, Assistant Superintendent, or Vice Chancellor
- Classroom teaching experience, preferably in community colleges

***Required Licenses and Certificates***

- Driver license

**Exam/Background Check**

- Must complete and clear a live scan to the extent authorized by law, and obtain satisfactory results from a background check. A background check will be conducted pursuant to applicable law, including but not limited to, the Fair Credit Reporting Act (FCRA), the Investigative Consumer Reporting Agencies Act (ICRA), Consumer Credit Reporting Agencies Act (CCRA), Information Practices Act (IPA), and Labor Code section 432.7. The background check will include the disclosure of any information permitted by applicable law, including but not limited to, criminal record checks (pursuant to applicable authority, e.g., Labor Code, Education Code, Penal Code) and credit reports.
- Employment is conditional upon the satisfactory results of a medical and/or psychological examination and/or inquiry, as the fitness for duty assessed by such is job related and consistent with business necessity. Any examination/inquiry will be conducted regardless of disability in accordance with governing law. Examination and testing is conducted by the District's contracted health care provider.

**Working Conditions**

- Work is performed indoors where minimal safety considerations exist.
- Office environment; subject to constant interruptions. May require walking or driving from site to site to conduct work on campus.