



Chief Executive Role

Date: 2/5/02

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2.1 CHIEF EXECUTIVE ROLE

2.1.1 Job Description

The superintendent/president is the chief executive officer of the Board, provides leadership to the Board, and is accountable to the Board acting as a 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 Governing Board.

As the Board's official link to the district, the superintendent/president shall ensure the organization's performance. Consequently, the superintendent/president's job shall be stated as performance in the following areas:

- A. Organizational accomplishments of the provisions in the Board's Ends policies.
- B. Organizational operation within the boundaries of prudence, ethics, law, and regulations established in Board policies and Executive Expectations.

2.1.2 Specific Job Responsibilities

The superintendent/president shall:

- A. Provide for an annual review of Board policies and maintain a current edition of Chaffey Community College district policies.
- B. Provide administrative regulations and procedures that implement Board policy.
- C. Serve as secretary to the Governing Board.
- D. Provide for the organization and functioning of the management of the district, as well as the overall organizational effectiveness of the district.



**Chaffey
Community
College District**

5885 Haven Avenue
Rancho Cucamonga, CA 91737-3002

**Board/Staff Relationships
Policy Category 2**

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- E. Provide leadership in institutional planning and development in response to changing social, legal, technological, community and student needs, and in recognition of public accountability requirements.
- F. Act as professional advisor to the Board.
- G. Represent the district to the community-at-large and more specifically to district businesses and organizations; to governing and decision-making bodies at the local, state, and federal level; and to professional and Board of Governors events, as needed.
- H. Interpret the district's plans, policies, and programs to the citizens of the Chaffey district and assure that the district maintains a high-quality community relations program.
- I. Evaluate the institutional effectiveness of the college, ensuring an appropriate balance of uses of technology and human resources to maximize both cost effectiveness and quality.
- J. Ensure the quality of services provided by Chaffey Community College District for the communities it serves through planning and evaluating institutional effectiveness.

2.1.3 Employment Status

The superintendent/president holds a 12-month, certificated, multi-year contract position, and is compensated at a level established by the Board.