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.

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 including an annual review of mission and institutional goals (Ends Policies).

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.