



ALAMO
COLLEGES
DISTRICT

**Alamo Colleges District
President of the College
Job Description**

Job Code 14230

DESCRIPTION OF WORK

General Statement of Duties: Performs work of unusual difficulty in planning, managing, and directing all operational areas of one of the colleges.

Supervision received: Administrative Direction

Supervision exercised: Upper level manager

RESPONSIBLE TO

Chancellor of the District

DISTRICT PHILOSOPHY

The President of the College is responsible for supporting the philosophical tenets reflected in the Mission, Vision and Values of the Alamo Colleges District. The President of the College advances the strategic agenda of the College District by providing a strategic philosophical focus for every aspect of the operation of the college.

These tenets include the:

- Primacy of student success;
- Accountability for institutional performance;
- Belief that all students can learn;
- Acceptance and implementation of a culture of evidence;
- The practice of collaborative leadership that integrates the Baldrige principles and defines the AlamoWay.

EXAMPLES OF DUTIES*

- Serves as the Chief Executive Officer of the college. Oversees the daily administration and operation of the college, interpreting policies and procedures to ensure compliance with policy and legal requirements.
- Develops and maintains academic standards and curricula in accord with community needs and accreditation standards.
- Maintains a coordinated program of student support services designed to advance student success and improve completion.
- Ensures effective student recruitment and retention programs, maintaining a friendly and healthy campus environment.

- Uses collaborative leadership to achieve: the Board's vision of becoming the best community college in the nation in student success and performance excellence, the strategic plan of the college and Alamo Colleges District.
- Uses collaborative leadership to develop the strategic plan and its component parts, including performance measures, action plans and tasks, throughout the college and the District as a whole. Implements, monitors, and improves demographic performance measures to achieve the results called for by the strategic plan.
- Uses collaborative leadership to achieve continuous improvement, innovation, implementation at scale across the district and collaboration across the district in all things to achieve district goals and WIG.
- Actively monitors student performance gaps by relevant demographic categories. Works to improve and close performance gaps.
- Works collaboratively and collegially within the College and across the District promoting positive relationships, aligned strategies, and team building to benefit the entire eight county service area.
- Assists in the development and implementation of the performance budget model and executes the annual budget following approval by the Chancellor and the Board of Trustees.
- Presents and recommends to the Chancellor actions relating to personnel changes, evaluation and professional development of faculty and staff, and long-range plans.
- Supervises the process of annual performance reviews for all personnel.
- Develops college operating procedures which are consistent with Board policy and District administrative procedure, memoranda and recommends changes in District policy as appropriate.
- Serves as the official contact person with private, local, state, and national agencies and be the principal spokesperson for the college in public activities.
- Responsible for meeting the accreditation and reporting requirements of the college.
- Promotes good working relationships and maintains personal and organizational involvement with the business, local governmental, and the secondary and post-secondary education communities.
- Advances post-secondary access in partnership with area school districts, community based organizations, and business/industry groups.
- Develops and leads fund raising initiative of the college and maintains liaison with the Alamo Colleges District Development Office on the college-specific fund-raising activities of the Foundation.

* Any one position may not include all of the tasks listed, nor do the examples necessarily include all of the tasks performed.

QUALIFICATIONS

Knowledge, Skills and Abilities:

- Demonstrative knowledge of college administration.

- Demonstrative knowledge of best practices for leadership and administration of academic personnel. Experience working with the college community to engage faculty and staff in a focus on increasing student success.
- Demonstrative knowledge of technology and its use and best application in community colleges.
- Thorough knowledge of federal and state legislation pertaining to the operation of institutions of higher education, including fair employment practices.
- Thorough knowledge of principles and practices of budgeting in an academic (college/university) environment.
- Ability to establish and maintain effective, collaborative, working relationships with administrators, faculty, students, and the public.
- Ability to communicate effectively both orally and in writing.
- Ability to organize and direct major work operations and work under pressure of deadlines.
- Experience working collaboratively in an urban, complex organization.

EDUCATION

A master's degree from an accredited institution in higher education, management, a related field, or an academic discipline is required. A doctorate degree in higher education, management or commensurate experience, a related field or an academic discipline is preferred.

REQUIRED LICENSES AND CERTIFICATIONS

Must possess and maintain a valid Texas driver license. Must be insurable through the organization's insurers.

EXPERIENCE

A successful record of five years of increasingly responsible senior level administrative experience is required. Administrative experience in higher education is preferred but comparable senior level experience may be considered. Three years of full-time college teaching experience is preferred and experience in a diverse, urban community college setting is desirable.

Reviewed: 3/28/2018