

CHABOT – LAS POSITAS COMMUNITY COLLEGE DISTRICT

Management Class Specification

CHANCELLOR

Educational Leadership

- Ability to inspire and lead internal constituencies to collaborate on developing a shared District-wide vision that advances the organization while honoring the unique qualities of each entity within the District.
- Experience in developing long-range planning that frames the budget process, resource allocation, and education and facilities master planning of the District.
- Ability to collaborate with and provide leadership to the College Presidents to support the Colleges' primary role of teaching and learning to ensure the highest quality of instruction and student support services within available resources.
- Experience in managing the resources of a multi-college District with a comprehensive understanding of the funding mechanism of California Community Colleges to guide wise decision-making and sound student-centered planning when allocating scarce resources.
- Knowledge of national and state initiatives (Student Equity, College Promise, Strong Workforce Programs, Guided Pathways, Online Education Initiative Consortium, and Adult Education), how they support the state's "Vision for Success," and what impacts they have on the Colleges.
- Build consensus through collegial consultation and collaboration to problem-solve and cultivate healthy relationships in a multi-college District.
- Work collaboratively with and provide leadership to District departments to provide efficient centralized resources in support of the Colleges.
- Lead, mentor and evaluate the two College Presidents, the four Vice Chancellors, and other direct reports.
- Experience with collective bargaining in a multi-college district with an understanding and commitment to mutual gains bargaining.
- Provide guidance, leadership and direction of the \$950M facilities bond program to build and enhance an exceptional learning environment for student learning and success at both Colleges.
- Lead a commitment to advancing the District's support of diversity and cultural pluralism through ensuring the recruitment, hiring and retention of highly qualified and culturally diverse faculty, administrators and classified professionals in accordance with board policies.
- Experience in providing leadership for the role of technology in higher education, including resource allocation and support of innovative uses of technology to expand services to students, faculty and staff.
- Further spearhead the District's commitment to participatory governance and the role of all constituents including faculty, administrators, classified professionals and students by ensuring that these constituent groups participate in the decision-making process and in the development of recommendations to the Board of Trustees.
- Advocate for and articulate an innovative vision of the District to the educational, political, business and civic leaders of the local community, the state and the nation.

Community Leadership

- Build public-private partnerships locally and regionally to maximize an organization's impact in the community.
- Develop new sources of external funding; promote income-generating ventures and partnerships with business and industry.
- Strengthen existing ties and/or develop ongoing partnerships with business, industry, local communities, K-12, and other colleges and universities.
- Inspire community leaders and organizations to support and participate in District and College programs and services.
- Encourage District and College leaders to engage with the community and represent the needs of the District and Colleges to the community.
- Provide entrepreneurial leadership on behalf of Chabot College and Las Positas College Foundations.

Board Leadership and Development

To ensure the institution is accomplishing its goals for student success, the governing board regularly reviews key indicators of student learning and achievement and institutional plans for improving academic quality.

The Chancellor should possess the ability to:

- Establish a strong and trusting partnership with the Board of Trustees and create a culture of mutual respect and open communication between the Board and the Chancellor.
- Actively and regularly communicate with the Board as a whole and individually as necessary.
- Assist the Board in understanding and strengthening their role including setting policy and providing direction for prudent fiscal resource management.
- Direct the preparation of all Board agendas in accordance with applicable laws.
- Provide leadership and professional expertise to assist the Board in annual goal setting, professional development and self-evaluation.
- Ensure that the Board has a code of ethics and conflict of interest policy and individual Board members adhere to the code.
- Ensure that the Board is fully aware of its role and responsibilities in the Accreditation Process.
- Ensure Board of Trustees are knowledgeable on all aspects of accreditation standards.

Ideal Characteristics:

The District also seeks a leader with the following personal qualities, skill sets and characteristics:

- A person who leads with enthusiasm, confidence, integrity, vitality, and humor, thereby creating an environment that encourages and models mutual respect for all individuals.
- A person who respects institutional traditions and values the opinions and accomplishments of others and is able to instill a climate of accessibility, trust and collegiality.
- A person who speaks effectively, actively listens and takes multiple perspectives into consideration.
- A person with the ability to solve problems creatively, make decisions in a fair and consistent manner and has the ability to communicate the reasons for such decisions.
- A person with well-developed interpersonal skills who will be actively engaged in the needs of two colleges and the unique communities they serve.

- A financial leader with experience in performance-based budgeting.
- A skillful communicator in all forms and in all settings.

Required Qualifications:

- Earned master's degree from a regionally accredited institution.
- Experience working with Boards of Trustees or comparable governance structures.
- Three to seven years of experience in progressively responsible positions in educational administration.
- Comparable experience in business, civic, governmental, or non-profit entities will be considered.
- A person that is equity minded with an understanding of and sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, cultural backgrounds, disability and sexual orientation of students, faculty and staff.

Preferred Qualifications:

- Earned doctorate from a regionally accredited institution.
- Demonstrated experience and cultural competency working in large and complex higher education colleges or systems promoting equality and inclusion with an ethnically and racially diverse faculty, staff and student body.
- 1-2 years of successful teaching, counseling, or other direct service to students experience in a higher education environment.

APPOINTMENT

The Chancellor shall be appointed by the Governing Board and shall serve under the terms of an administrative contract.

NOTE: This class specification is not necessarily all-inclusive in terms of representative duties.