

EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: PROVOST

BASIC FUNCTION:

Under the direction of the Superintendent/President plan, organize, coordinate and direct the educational programs and activities of the El Camino College Compton Center. Provide leadership in the planning, development, and implementation of the El Camino Community College District instructional and student services programs at the Compton Center.

The Provost will also serve as the CEO of Compton Community College District, reporting to the Special Trustee of Compton Community College District.

REPRESENTATIVE DUTIES:

Work with the El Camino College Vice Presidents to develop plans and procedures to enhance the academic and student services programs including the development of new programs and the redirection of existing programs to meet the instructional and student service needs of the Center's students.

Implement the District's annual strategic plan and demonstrates, through long-term and annual operational plans how the annual priorities will be achieved at the Compton Center.

Assures adherence to District's policies and procedures and assumes compliance with rules, regulations and laws of federal, state and accrediting agencies.

Develop the enrollment goals that conform to the mission and priorities of El Camino College; allocate resources to attain those goals; monitor and evaluate goals.

Promote student enrollment, success, and retention.

Ensure that the operations at the Center are consistent with El Camino College Community College District and Compton Community College District policies and procedures, faculty and classified collective bargaining agreements, as well as applicable statutes and regulations including Title 5 (California Code of Regulations) and the Education Code.

Oversee the Center's educational programs, including academic affairs, accreditation activities, faculty initiatives, institutional effectiveness, workforce development, enrollment management and institutional research, including student and state databases.

Serve as the Chief Student Services officer for the Compton Center.

In conjunction with the El Camino College Compton Center Accreditation Liaison officer, coordinate all activities needed for accreditation, monitor participation in those activities, and ensure that the institutional self-evaluation is conducted and documented with appropriate constituency involvement.

Promote and support participatory governance.

Direct the development, preparation and implementation of the Compton Center budget. Prepare recommendations as appropriate regarding budget allocations.

Participate in the selection of all Center managers and faculty.

Participate in planning the future of instruction at the Center by engaging academic personnel in educational master planning based upon a comprehensive program review; periodically assess community needs in relation to instruction; and identify data that support instructional planning.

Work with community organizations and regional businesses to identify educational needs and to foster effective relationships with and in support of the Center.

Represent and effectively promote the Compton Center through outreach and active participation in community programs and civic organization functions.

Supervise and evaluate the performance of assigned Compton Center personnel.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organizing and directing an institution of higher education.

Principles and practices of supervision and management.

Budget preparation and controls.

Principles and practices of instruction, accreditation, program review and planning

ABILITY TO:

Interpret and apply applicable statutes and regulations such as the Education Code and Title 5 (California Code of Regulations).

Provide overall leadership in planning, directing and evaluating programs and services for the Center.

Work effectively within diverse student, staff and community populations.

Communicate effectively orally and in writing.

Supervise and evaluate the performance of assigned staff.

Interpret, apply and explain rules, regulations, policies and procedures.

Operate a personal computer and assigned software.

Analyze situations accurately and adopt an effective course of action.

Plan and organize work.

Meet schedules and timelines.

Work independently with little direction.

Use interpersonal skills and exercise tact, patience and courtesy.

Resolve problems effectively using conflict resolution skills.

Direct the maintenance of a variety of reports and files related to assigned responsibilities.

Develop creative solutions.

Promote scholarship and professional development.

EDUCATION AND EXPERIENCE:

Master's degree from an accredited higher education institution.

Successful senior administrative-level experience in progressively responsible, reasonably related executive positions.

A strong record of achievement that includes administrative experience in educational institutions, business, industry, government and/or non-profit organizations, with the ability to solve complex problems.

Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds of community college students.

DESIRABLE QUALIFICATIONS:

An earned doctorate degree from an accredited higher education institution

Senior administrative leadership experience in higher education.

Teaching/counseling experience in higher education

WORKING CONDITIONS:

Travel within and outside of the District in performing responsibilities and functions.

Office work environment.

Attendance at multiple meetings.

Extended periods of sitting.

Board Approved: June 15, 2015