

Compton Community College District

Announces

Chief Executive Officer

Opportunity

**COMPTON COMMUNITY COLLEGE DISTRICT
EL CAMINO COLLEGE COMPTON COMMUNITY EDUCATIONAL CENTER**



CHIEF EXECUTIVE OFFICER

POSITION DESCRIPTION: Under the direction of the Special Trustee, the Chief Executive Officer (CEO) serves as the operational officer of Compton Community College District. The CEO currently reports directly to the Special Trustee of Compton Community College District and indirectly to the Superintendent/President of El Camino Community College District. Once eligibility is granted by the Accrediting Commission for Community and Junior Colleges (ACCJC) to the El Camino College Compton Center this position title will change to Provost/CEO reporting directly to the Superintendent/President of El Camino Community College and the Special Trustee of Compton Community College District. Upon achieving initial accreditation status by ACCJC, the El Camino College Compton Center will become known as Compton Community College and this position title will change to College President/CEO, reporting directly to the Superintendent/President of El Camino Community College and the Special Trustee of Compton Community College District.

ESSENTIAL DUTIES/FUNCTIONS:

- Work with the Special Trustee and the elected governing board of Compton Community College District in a way that provides adequate support for the board to follow its governing policies, upholds standards of practice, and promotes trustee and board development.
- Develop board meeting agendas that engage Special Trustees and the elected governing board of Compton Community College District in broad policy-level discussions and provide information and advice that assists the board in reaching wise policy decisions.
- Provide leadership and direction to the departments, offices and other operational units of the District.
- Work collaboratively with El Camino College to ensure effective support for, and close coordination with, the Center.
- Develop and oversee the execution of plans to enhance the quality of District operations.
- Anticipate the personnel, facilities and equipment needs of the District. Work closely with El Camino College to align those needs with personnel, facilities and equipment needs of the instructional and student services programs of the Center, and to address the needs of both the Center and the District in a reasonable and prudent manner.
- Encourage communication and orderly collaborative decision making within the District. In addition, together with El Camino College, encourage communication and orderly collaborative decision making between and among all faculty, staff and administrators working at both the Center and the District.

Page 2 - Chief Executive Officer

ESSENTIAL DUTIES/FUNCTIONS(Continued):

- Define organizational roles and relationships within the District so as to maximize their effectiveness.
- Develop, in conjunction with the El Camino College, the District's Annual Strategic Review, annual goals and an annual budget to support the achievement of the District's mission, goals and priorities. Allocate resources to attain those goals, and monitor achievement of the goals.
- Participate, together with El Camino College in the selection of District managers. Similarly, participate with the El Camino College in the selection of Center instructional and student services managers and faculty.
- Serve as the co-chair of the El Camino College Compton Center accreditation steering committee.
- Coordinate the evaluation of all District managers and staff.
- Guide the development of an effective professional development program at the District.
- Represent the District in community, state, and national activities.
- Provide active guidance, support and oversight to groups like the Measure CC Bond Citizens Oversight Committee, Foundation for the Compton Community College District, and the Special Trustee Advisory Committee.
- Perform related duties as assigned.

Once eligibility is granted by the Accrediting Commission for Community and Junior Colleges (ACCJC) to the El Camino College Compton Center the following duties will be added to this position:

- Work with the El Camino College Vice Presidents of Academic Affairs and Student & Community Advancement to develop plans and procedures that 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.
- Ensure that the operations at the Center are consistent with El Camino College 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.
- 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.
- In conjunction with the El Camino College Compton Center accreditation liaison, coordinate all activities needed for accreditation, monitor participation in those activities, and ensure that institutional self-studies are conducted and documented with appropriate constituency involvement.

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.

Page 3 - Chief Executive Officer

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 District.
- Understand and be sensitive to the diverse academic, socioeconomic, cultural and ethnic backgrounds of students, including those with disabilities.
- Work effectively within diverse student, staff, and community populations.
- Communicate effectively orally and in writing.
- Supervise the administration of the institution's budget.
- Supervise and evaluate the performance of assigned staff.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- 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.

REQUIRED QUALIFICATIONS:

- An earned master's degree from an accredited higher education institution.
- Successful senior administrative-level experience in progressively responsible, reasonably related executive positions.
- Demonstrate a strong record of achievement that includes administrative experience in educational institutions, business, industry, government and/or non-profit organizations.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds of community college students.

DESIRED 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.

Compton Community College District History:

In 1927 the former Compton Community College was established as a component of the Compton Union High School District. In 1950, voters approved a bond measure separating the two, and the campus was constructed at the present site.

After many successful years, and following several challenging years, in June 2005, the Accrediting Commission for Community and Junior Colleges (ACCJC) announced its decision to revoke Compton College's accreditation. With this action, the ability to offer classes and grant degrees and transferrable units would be terminated the following year.

On June 30, 2006, Governor Arnold Schwarzenegger signed AB 318 (Dymally) into law, giving the Compton Community College District (CCCD) a \$30 million loan for recovery and the opportunity to partner with a college in good standing with the ACCJC to offer accredited courses.

On August 21, 2006, the El Camino Community College District (ECCCD) Board of Trustees approved a Memorandum of Understanding between the El Camino Community College District and the Compton Community College District to establish the partnership that allowed the doors to remain open.

The CCCD is governed by a Special Trustee appointed by the Chancellor of the California Community Colleges for matters related to personnel, policy, budget and finance, and facilities. The Chief Executive Officer (CEO) is primarily responsible for operations of the CCCD such as budget, fiscal policy, and the administration of labor agreements, legal matters, bond management, facilities management and human resources.

El Camino College continues to provide accredited instructional and related support services to meet the needs of the CCCD area residents. Administration at El Camino College Compton Center is led by the Superintendent/President of El Camino College. The Vice President, ECC Compton Center oversees the daily operations of Compton Center.

Mission Statement:

The Compton Community College District is dedicated to providing the residents of its service region with diverse educational, career and cultural opportunities. The District is committed to offering a comprehensive curriculum in a safe, friendly and accessible environment that prepares students to achieve their personal professional goals.

Conditions of Employment:

Salary, benefits, length of contract and other terms and conditions of employment will be competitive.

Employment with Compton Community District is not complete or official until applicants meet all pre-employment requirements. All new employees are required to submit official transcripts, proof of freedom from tuberculosis and proof of eligibility to work in the United States. Employees must submit fingerprints for California Department of Justice clearance.

Application Procedures:

Applicants must submit the following:

A letter of application that describes why you are interested in the position, how you meet the required and desired qualifications, and a description of how you are prepared to meet the district's challenges (a maximum of five- pages).

A current resume including educational background, professional experience, professional activities, and any other experience pertinent to the position.

A list of at least five references with titles and current phone numbers (office, cell, and home numbers). References must include at least one faculty member, one classified/staff employee and one management employee. Interviewees will be asked permission to contact these references via a signed release prior to the interviews.

Copies of transcripts from all higher education institutions attended. (These may be unofficial. Official transcripts must be provided when a job offer is made.)

Candidates advanced for final interviews must agree to a full background and reference check and may be required to submit further materials.

Please submit only materials requested. All documents included in your application file become the property of the District and will not be returned.

Applicants with disabilities who require an accommodation should notify Human Resources at least ten working days before the accommodation is required.

The position is open until filled.

However, to ensure consideration application materials must be submitted by 5:00 p.m. on January 24, 2013, to be given priority consideration.

Please send application to:

Rachelle Sasser
Dean, Human Resources
Compton Community College District
1111 E. Artesia Blvd.
Compton, CA 90221
rsasser@elcamino.edu

Candidate Inquiries:

Contact Rachelle Sasser, Dean Human Resources 310-900-1600, extension 2400 and/or
rsasser@elcamino.edu

Other information can be obtained at the Compton Community College District website at
www.district.compton.edu

Compton Community College District is an Equal Opportunity/Affirmative Action employer and does not discriminate in employment on the basis of sex, sexual orientation, race, color, religious creed, marital status, denial of Family & Medical Care Leave, national origin (including language limitations), ancestry, medical condition (cancer/genetic characteristics), age (40 and above), disability (mental and physical) including HIV and AIDS, or other protected classes, or obligations to the National Guard or Reserve Forces of the United States. For specific details on this policy, please contact Rachelle Sasser, EEO Compliance Officer, at (310) 900-1600, extension 2400.