

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



PROVOST/ CHIEF EXECUTIVE OFFICER

FLSA: EXEMPT

POSITION DESCRIPTION: Under the direction of the Superintendent/President of El Camino Community College and the Special Trustee and the governing board of Compton Community College District the Provost/CEO serves as the operational officer of Compton Community College District and plan, organize, coordinate and direct the educational programs and activities of the El Camino College Compton Center. 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.

CEO ESSENTIAL DUTIES/FUNCTIONS:

Work with the Special Trustee and 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 the Special Trustee and 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.

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.

Define organizational roles and relationships within the District so as to maximize their effectiveness.

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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 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.

PROVOST ESSENTIAL DUTIES/FUNCTIONS:

Work with the El Camino College Vice Presidents 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.

Implement the El Camino College 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 El Camino College 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 those 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.

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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 at 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 District.
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.

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- 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.

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.

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.