

PERALTA COMMUNITY COLLEGE DISTRICT

ACADEMIC MANAGEMENT JOB DESCRIPTION

**CHANCELLOR
(Salary Negotiable)
Job Code: 604**

CLASS PURPOSE

The Chancellor of the Peralta Community College District is responsible for improving access to higher education in the many communities served by the four colleges while creating a quality learning environment designed to ensure student success. The Chancellor will also lead and oversee all operations of the District to ensure that the colleges are administered in accordance with federal and California laws and regulations, as well as the policies adopted by the seven-member elected Board of Trustees.

OPPORTUNITIES AND RESPONSIBILITIES:

In leading the Peralta Community College District, the next chancellor will:

- Demonstrate a deep commitment to student access and success for currently enrolled students, former students and those who have not yet arrived;
- Demonstrate a passion for, and sensitivity to, the wonderful diversity of the District's service area and relentlessly support that diversity through actions designed to enhance student access and success;
- Provide leadership District-wide to align expenditures with strategies for student access and success, while achieving defined financial goals and maintaining financial stability;
- Embraces a style of leadership that respects shared governance and a transparent environment of decision making designed to include those who will ultimately implement the decisions;
- Fully engage and work with the elected Board of Trustees to understand their priorities and to support their responsibility for leadership and oversight of the District;
- Work with the Board, faculty, staff students and community to develop and articulate a vision for the future of the Peralta District in a clear and compelling manner;
- Bring together leaders of the faculty, staff, students and administration from across the district as a team working to enhance student access and success;
- Lead the District in the revision of systems in support of the work of the colleges, including the areas of finance, information technology, facilities, and human resources;
- Communicate effectively with the Board, staff and community in ways that ensure a clear understanding of the District's reality, create a passion for the mission and encourage everyone to achieve the goals of student access and success;

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- Be entrepreneurial in working to attract sources of funding to support the outstanding programs and services of the District designed to improve student access and success;
- Increase reliance on data-driven information in making informed decisions at all levels of governance designed to enhance student access and success;
- Respond to changing demographics within the community and ensure that District programs and services are reflective of the current needs of the service area;
- Aggressively advocate for the District with the state legislature, as well as local and federal governments and agencies;
- Be responsible for ensuring that board policies, applicable bargaining agreements and state and federal education statutes are consistently adhered to in the District by holding accountable those responsible for their implementation;
- Be committed to a District-wide curriculum that addresses civic engagement and justice issues;
- Be committed to staff development of the district's talented and diverse faculty, staff and administrators;
- Foster mutual respect and democratic values, which have historically created a unique esprit de corps among the students, faculty and staff of the Peralta District.

Leadership/Management Characteristics and Expectations

In leading the Peralta Community College District, the next chancellor will:

- That puts the access of citizens and community members to the colleges and the success of students enrolled as the driving priority in everything undertaken in the District;
- That demonstrates a strong set of core values based on ethical principles that value integrity, honesty, candor, fairness, humility and flexibility;
- That embraces a communication style that includes listening as well as effective written, interpersonal and formal presentation;
- That includes strong skills in team-building, recruiting and appointing outstanding staff, delegating to them responsibility for accomplishing the work of the District, and evaluating their performance in achieving clearly defined, measurable goals;
- That demonstrates an appreciation of the unique mission of the comprehensive community college;
- That demonstrates experience in and a commitment to the collective bargaining process for all employee groups as mandated for the California Community College;
- That demonstrates knowledge of and success in fulfilling accreditation and compliance demands;
- That demonstrates experience with planning, development and the construction of educational facilities, and bond financing programs;

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- That demonstrates an ability to work productively with an elected seven-member Board of Trustees;
- That demonstrates commitment to the integration of environmental sustainability;
- That demonstrates a history of successful implementation of student equity and success initiatives;
- That respects and utilizes the District's Planning and Budgeting Integration Model (PBIM), which is based on a shared/participatory system of governance that relies on transparency, open communication and listening in dealing with District employees, students, the community and the Board of Trustees;
- That invites all college constituencies to work together in creating a shared vision and governance process for accomplishing the District Strategic Plan and the Educational Master Plans of the colleges; and
- That will work to strengthen the Peralta brand and prestige while articulating the uniqueness of the colleges through vigorous community involvement with local organizations, groups and activities.

MINIMUM QUALIFICATIONS

- A Master's Degree from an accredited institution or equivalent.
- Demonstrated commitment to, and evidence of, leading a college or district to achieve higher levels of student access and success.
- Documented successful experience at the senior administrative level in a complex organization, preferably within a community college setting or another institution of higher education.
- Demonstrated understanding of, promotion of, sensitivity to, and respect for the diverse academic, socioeconomic, cultural, gender, sexual orientation, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

- Minimum of five years demonstrated experience as a successful senior administrator.
- Postsecondary teaching experience, preferably in community colleges.
- Experience in a multi-college district.
- Experience in supporting and providing technical assistance to individual colleges within a multi-college district.
- Experience in shared governance and collective bargaining within a college environment and demonstrated respect for the process.
- Knowledge of the role of community colleges in economic development.
- Earned Doctorate strongly preferred.

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ENVIRONMENTAL DEMANDS

Occasional work performed alone. Constant work around and with other people.

PHYSICAL ABILITIES

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Typical physical abilities for this position are:

- Prolonged and frequent sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping
- Moderate to heavy usage of hands in grasping, repetitive hand movement and finger coordination in keeping records and preparing reports using a computer keyboard.
- Speech and hearing to communicate effectively in group settings and by telephone to students, faculty, staff, and others.

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