

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	College President	Range: (AC)	Executive Officer Schedule
Date Revised:	Spring 2010, November 2021, December 2022	Date Approved:	

PRIMARY PURPOSE

Under the direction of the Chancellor, plan, organize, coordinate and direct the educational programs and activities of Fullerton College in accordance with the district plan and the policies of the Board of Trustees; perform leadership duties in the administration of the college; supervise and evaluate the performance of assigned staff.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Formulate and articulate a vision of the college's future that addresses the evolving social, economic, and political forces that affect its mission and campus priorities, in which teaching, learning, student access, and student success are central to the college's mission.
2.	Embrace diversity, equity, inclusion, accessibility, and anti-racism in all its forms as a college-wide value. Support the needs of students of diverse academic, cultural, socioeconomic, ethnic, racial, gender, gender identity, sexual orientation and disability backgrounds.
3.	Provide leadership in college efforts to increase the diversity of faculty and staff to address student opportunity gaps and in the creation of a welcoming and inclusive work and educational environment.
4.	Assist and promote the growth and success of a diverse population of students and employees through the development of interculturally competent and equity minded management and leadership abilities.
5.	Maintain and build upon the excellence of the college's academic, career technical education, and student services programs.
6.	Provide support for staff development, curriculum, technological innovation, and administrative services.
7.	Provide leadership within the context of participatory governance, to the campus planning bodies; develop strategies for implementing the goals envisioned by the college and be responsible for an ongoing evaluation of progress toward these goals.
8.	Serve as the primary advocate for the college at the District level and with the Board of Trustees for financial needs, policy issues, special projects, and the promotion of campus goals and accomplishments; establish relationships and work constructively with the leadership of Cypress College, North Orange Continuing Education, and the District administration.
9.	Provide strong student-centered leadership by addressing institutional barriers and creating a welcoming, inclusive, anti-racist, and engaging environment that provides multiple pathways to success for all students at the college.
10.	Assure compliance with a variety of state and federal laws, the District plan, and the policies of the Board of Trustees.
11.	Establish relationships and work constructively with government, civic, educational and business/industry groups.

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12.	Direct the development, preparation, and implementation of the college budget; prepare recommendations as appropriate regarding budget allocations.
13.	Focus on serving the whole student, facilitating the development of systems and structures that assist students in successfully navigating guided pathways for completion and lifelong learning.
14.	Provide strong leadership and guidance with a focus on advancing and maintaining educational quality, access, and student success after the pandemic crisis. This will include building back enrollments and outreach efforts and adjusting instructional and support services delivery modalities to better meet the needs of students and communities served by the college.
15.	Oversee the planning, construction and utilization of college facilities.
16.	Actively engage with campus donors and promote scholarship development and champion the Friends of Fullerton College Foundation.
17.	Attend a variety of staff, Board, committee and administrative meetings; participate in regional and state activities and organizations for developing community college education.

EDUCATION AND EXPERIENCE

MINIMUM QUALIFICATIONS

Possession of a master's degree from a regionally accredited institution.

One year of formal training, internship, or leadership experience reasonably related to the administrators' administrative assignment.

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

DESIRABLE QUALIFICATIONS

Possession of an earned doctorate from a regionally accredited institution.

Five years of administrative experience in an executive position with decision-making responsibility, preferably in a postsecondary educational environment.

Demonstrated ability to support the district/college efforts to increase faculty and staff diversity, and to address student opportunity gaps. Prior experience in approaching work and interactions with colleagues and students in an equity-minded manner. Ability to provide an inclusive and welcoming work/educational environment.

Teaching experience, preferably with a demonstrated understanding of the importance of culturally relevant curriculum at the higher education level.

COMPENSATION

This is an executive position that offers a competitive salary and benefits package, including participation in the California State Teachers Retirement System. Salary and benefits are competitive with similar positions in the California community colleges.