



TAFT COLLEGE

WEST KERN COMMUNITY COLLEGE DISTRICT

Position:	Superintendent of the District and President of the College	Position Control:	
Department:	President's Office	Position Class:	
Gives Direction:	--	Unit:	
Direct Supervisor:	The Board	Grade:	
Next Level Supervisor:		Hours per week:	Minimum 40
Edit Date:		Months per year:	12
Date Revised:	3/22/23	FLSA Exemption Status:	Exempt

DEFINITION:

The Superintendent/President will be the chief executive and administrative officer for the Board of Trustees. In addition to the powers and duties specifically imposed by statute, he/she will exercise all executive and administrative powers and duties in connection with the conduct of the college.

The term of office of the Superintendent will be a period of one to four years at the discretion of the Board. It will be the duty of the Board of Trustees to renew the contract of the Superintendent or to notify him/her in writing prior to the first of January in the last year of his/her incumbency, that his/her services will not be required for the next succeeding contractual term.

The compensation of the Superintendent will be fixed by the Board of Trustees at the time he/she is appointed, and the terms thereof will be set forth in the contract for his/her services. By mutual consent, the compensation may be adjusted before the start of any school year. Because of the hours and duties required of the Superintendent/President, the District shall provide, and the Superintendent/President shall accept, housing owned by the District in the City of Taft.

GENERAL RESPONSIBILITIES:

The Superintendent/President will serve as the Chief Executive Officer of the District and is responsible for the overall administration of the college in conformity with local, state and federal policies and regulations consistent with rules established by the Board of Trustees.

RESPONSIBILITIES AND DUTIES:

The Superintendent/President assists the Board of Trustees by:

1. Assuming the leadership of the college, being cognizant of the needs of the community and students.
2. Assuming responsibility for all college programs and student activities; organizing, supervising and evaluating personnel and plant utilization.

3. Recommending for the Board's consideration policies on organization, finance, instruction, school plant, and other functions of the college program.

The Superintendent/President is responsible for:

1. Leading the college staff in creative curriculum planning to upgrade general education, transfer courses, vocational programs and evening classes.
2. Interpreting educational policies to faculty, students and public including articulation with schools, colleges and universities, and presenting the aims and objectives of community college education by writing and speaking for the press and citizen groups.
3. Submitting and administering of the annual budget.
4. Recommending the appointment of all certificated and classified employees and defining the duties and work assignments.
5. Attending all open meetings of the Board and participating in its deliberations; supervising the administration of all records, proceedings and documents of the Board of Trustees.
6. Suspending from duty any employees, subject to review by the Board.
7. Accepting resignations of employees, subject to confirmation by the Board.
8. Developing a structure of standing and ad hoc committees such that all legitimate elements of the college community are represented in the process of planning and policy development, recommendation, and review.
9. Keeping the Board continuously informed of the progress and conditions of the college.

The Superintendent/President serves as:

1. Board's agent in matters related to collective bargaining.
2. Representative for the Board and District at local, county, state and national meetings.
3. Ex-officio member or guest of all committees, meetings, organizations, or gatherings held by the public, students or college employees on the campus.