THE ROLE OF ADMINISTRATORS
Administrative employees uphold the highest standards of competency and integrity, respect individual differences, and provide an environment in which human dignity and individual rights can thrive. They also serve as a catalyst for generating a positive campus climate, work to enhance the development of the human potential, and help to build and foster a sense of community, joy and celebration on campus.

The essential responsibilities of all administrators in the district are to:
• Provide effective leadership and support in planning;
• Implement and evaluate district objectives related to their area;
• Be guided by the principles and policies established by the governing board;
• Take responsibility for the creation of a stimulating learning environment for students and staff;
• Oversee the effective use and acquisition of institutional resources;
• Make recommendations concerning the hiring of personnel;
• Initiate contributions to the development and improvement of all college functions;
• Perform duties as outlined in their job descriptions and agreed upon by managers and their supervisors;
• Work in support of the philosophies and goals of the district;
• Administer the policies and procedures adopted by the governing board and the Chancellor;
• Adhere to legal requirements;
• Execute district policies and procedures;
• Receive recommendations from college teams, staff meetings, task forces and work units;
• Implement best practices and courses of action;
• Make appropriate decisions within their respective areas of responsibility;
• Assume responsibility for ensuring implementation of activities based on applicable recommendations and college goals;
• Evaluate the effectiveness of activities in order to support and facilitate the educational process and ensure the institution’s effectiveness;
• Create an entrepreneurial spirit;
• Initiate new ideas, improvements and promote quality and responsiveness in district operations; and
• Lead the units for which they are responsible.

Each administrator is expected to be:
• A leader who possesses interpersonal skills and qualities, including a can-do optimistic attitude, creativity, ambition, sensitivity, honesty, integrity, fairness, flexibility, a sense of humor, and an entrepreneurial nature.
• An experienced academic committed to continued improvement; a visible, accessible and collaborative educator who encourages and acknowledges the contributions of others, who is willing to be a risk-taker and create an environment that is open to new ideas.
• A supporter of consistent and on-going professional development initiatives, in pursuit of the college’s strategic goals.
• A capable planner who can systematically allocate resources to further institutional goals, evaluate the results of the allocations, and develop strategies for continued development.
• A fair-minded, ethical, and honest leader with excellent interpersonal and communication skills and the courage and integrity to lead and accept responsibility.
• A leader knowledgeable of management theories and practices, learning theories and practices, and community college finance.
• A skilled leader adept in planning for the emerging needs of the district and successful in resource generation and partnership development.