Superintendent/President - Chief Executive Officer

Salary: Negotiable

Job Type: Educational Administrator

Job Number: 12/2022-ED7

Closing: 1/20/2023 11:59 PM Pacific

Location: Santa Barbara, CA

Department: Executive Office Staff

Basic Functions

SCOPE OF DUTIES

The Superintendent/President is the Chief Executive Officer (CEO) of the Santa Barbara Community College District who reports directly to the seven member elected Board of Trustees and is responsible for implementing the policies and directions set by the Board of Trustees. The Superintendent/President oversees all operational aspects of the District including accreditation, planning and strategic development, fiscal stability and the programs and resources of the College with a central focus on student success. In alignment with the values, mission and vision of the District, the Superintendent/President works collaboratively with college constituencies, the diverse communities in the District and the SBCC Foundation to provide students with excellent credit and noncredit educational opportunities to attain their goals for employment, career advancement, entrepreneurship, or personal enrichment. As the CEO of the District the Superintendent/President is also the face of the District - an active visible leader in the community who represents the College to community members, groups, businesses, nonprofits, public school districts, other higher education institutions, the Chancellor's Office of the California Community Colleges, and local, state and national government agencies and elected officials.

RECRUITMENT & HIRE TIMELINE

Position Closes: Friday, January 20, 2023 (applications must be received by midnight PST)

Level 1 Zoom Interviews: Tuesday, February 21 and Wednesday, February 22, 2023

Level 2 In-Person Interviews: Wednesday, March 1 and Thursday, March 2, 2023

Candidate Bios and Photos Due: Monday, March 6, 2023 (If selected finalist)

Community Forums: Tuesday, March 14 and Wednesday March 15, 2023

Final Board of Trustee Interviews: Friday, March 17 and Saturday, March 18, 2023

SBCC Closed Session Board Meeting & Public Announcement of Top Candidate: Saturday, March 18 or Sunday, March 19, 2023

SBCC Board of Trustees Meeting to approve contract: Thursday, April 13, 2023

Tentative Start Date: Saturday, July 1, 2023

For more details please visit: <https://www.sbcc.edu/president-search/index.php>

Representative Duties

KEY DUTIES AND RESPONSIBILITIES

The key duty and responsibility of the Superintendent/President is to provide visible, positive, engaging leadership for the District internally and externally. The following duties are typical for this classification. However, incumbents may be required to perform additional or different duties from those listed below and the broad scope of duties set forth above are basic and continuing.

The Superintendent/President demonstrates leadership by

• Building and maintaining positive relationships and trust with and among students, college employees, the Board and the community;

• Working collaboratively with the Board on its responsibilities and decisions and keeping the Board informed;

• Working collaboratively with college constituencies within the participatory governance structures of the California community college system;

• Making timely plans and sound decisions reflecting Board policy and District priorities;

• Using and modeling good management practices, good judgment and respectful interpersonal relationships;

• Building and retaining an effective leadership team for the College;

• Establishing and implementing broad personal and institutional goals and objectives that reflect Board goals, and the mission, values and vision of the District;

• Focusing the College on student success, excellence and informed data based decision-making;

• Creating a culture of belonging through championing a community that values inclusion, equity, diversity including viewpoint diversity, anti-racism and accessibility;

• Ensuring diversity in all its forms is recognized so that all students and employees with different characteristics are affirmed and supported, including all persons who vary in race, ethnicity, sex, sexual orientation, neurodiversity, disability, and economic resources;

• Implementing a results-oriented approach to the institution, leading the District to improving student outcomes by aligning plans and implementation to measurable goals;

• Championing the values of educational excellence and shaping a college environment that embodies excellence;

• Effectively communicating employee goals and expectations, delegating responsibility and maintaining accountability and accountability systems for all employees;

• Ensuring the District's sustainable fiscal stability, integrity and transparent budget decision-making;

• Maximizing fiscal operational resources to support institutional success and maintaining adequate controls to prevent fiscal mismanagement;

• Using informed data to identify gaps in student outcomes on the basis of multiple factors, including economic disparity, ethnicity, race and gender and mobilizing the College to improve results;

• Providing ongoing visible support and institutional mechanisms for innovation, integrity, transparency, and sustainability in all District operations;

• Enhancing equity-focused teaching and learning support programs and institutional practices;

• Fostering an inclusive and supportive campus environment where all persons are treated respectfully and differences are heard and expressed in civil discourse;

• Communicating frequently and effectively in writing and orally with all college members on decisions, issues and topics of interest or concern;

• Supporting professional development for all employees;

• Spending significant dedicated time regularly reaching out and communicating with communities, local businesses and organizations in the District to identify their needs, build partnerships, reach underserved populations and encourage support for the District;

• Working closely with the SBCC Foundation to meet with potential donors, attract resources for the college, and support philanthropic programs that enhance student success;

• Engaging in continuing learning on issues affecting student success, changing student and workforce needs, education, and the overall success of the District in fulfilling its role in the community;

• Providing leadership and direction for collective bargaining;

• Guiding the District in the development and implementation of programs that address the diverse credit and noncredit needs of the community;

• Addressing efficiency and enrollment management issues impacted by the COVID-19 pandemic, changing demographics and other factors such as student preferences for diverse learning modalities;

• Assuring support for technology to enhance educational excellence and protect college technology systems against harm;

• Maintaining a college environment that supports the health and safety of students and employees.

PRIORITIES FOR THE NEW SUPERINTENDENT/PRESIDENT:

• Build and maintain positive relationships and trust with and among students, employees, the Board, and the community.

• Foster a culture of belonging that values and demonstrates inclusion, equity, diversity, anti-racism, and accessibility.

• Provide effective leadership of the District's human, fiscal, physical, and technological resources to increase organizational effectiveness and environmental sustainability.

• Focus the College on equity-minded student success, educational and organizational excellence, and data-informed decision-making.

• Work collaboratively with the Board and College constituencies to advance SBCC's mission and strategic priorities through effective participatory governance structures and processes.

• Serve as an active, visible community leader, engaging with the full range of community members, organizations, businesses, educational partners, and local/state/national government agencies and officials to represent the College, build partnerships, identify community needs, reach underserved populations, and promote support for the District.

• Promote a caring, supportive campus environment where all persons are treated respectfully and differences are heard and expressed in civil discourse.

• Address issues with student participation, organizational efficiencies, and enrollment management related to the COVID-19 pandemic, changing demographics, and other factors such as new educational competitors and student preferences for diverse learning modalities.

• Demonstrate strong financial skills including coping with difficult financial periods and issues.

Education and Experience

MINIMUM QUALIFICATIONS:

• Master's degree from an accredited institution.

• Significant leadership experience in an executive level position.

• Demonstrated understanding of, sensitivity to, and commitment to equity, inclusion and anti-bias in an institution that serves and employs a population that is diverse in multiple ways including income, academic, socio-economic, race, ethnicity, gender, gender identity, sexual orientation, disability, age, politics, philosophy, religion, and cultural background.

DESIRED QUALIFICATIONS:

• Earned doctorate from an accredited institution.

• Three to five years of recent progressively responsible senior administrative experience with major supervisory and decision-making experience in an educational institution.

• Demonstrated understanding of and commitment to the comprehensive California Community College mission and system.

• Highly skilled in fiscal management.

• Excellent demonstrated communication skills.

• Experienced in college fundraising and enhancing community support for higher education.

SALARY & PERSONNEL BENEFITS:

SBCC offers a highly competitive executive compensation package that includes base salary, medical, dental, vision benefits and life insurance benefits, vacation, sick leave and opportunities for professional development.

Knowledge and Abilities

APPLICATION PROCESS Required Application Documents: (The following required documents must be submitted electronically via the online application system.)

• Online District Application form <https://apptrkr.com/3712058?pagetype=jobOpportunitiesJobs>

• Attach a letter of interest of no more than five pages describing how you are prepared to meet the six Desired Qualifications of the position and nine Priorities for the New Superintendent/President listed above.

• Attach a current resume, including educational background, professional experience, achievements, and professional activities.

• Attach a list of references (names, mobile and business telephone numbers, email addresses) that include a trustee, current supervisor, previous supervisor, two direct reports, two faculty members, two classified professionals, and two community leaders who have worked with you, preferably in the last five years.

• Copy of unofficial college/university transcripts, which verify minimum qualifications.Additional Instructions:

If you experience technical difficulties attaching any of your documents electronically, please contact Amitty Kasowski by email at mailto:ajkasowski@pipeline.sbcc.edu or phone (805) 730-5114 for instructions. All required documents must be submitted with your electronic application by the application deadline, or your application will not be considered.

NOTE:

a. Transcripts must show the degree title and the date the degree was conferred or the degree will not be considered for the purpose of determining if you meet minimum qualifications. If the qualifying degree has yet to be conferred and you expect to have the degree before you working toward obtaining and indicate the anticipated completion date in your response to the associate supplemental question provided during the application process. Diplomas will not be accepted in lieu of transcripts. An official copy of your transcript will be required upon being hired. Educational Administrators will not be allowed to start working until official transcripts have been received.

b. If claiming equivalency, attach a separate statement in the \“Documents Needed To Apply\” section entitled \“Equivalency\” in the online application. The statement presents the basis for this claim and submit supporting evidence, e.g. transcripts, publications, other documents.

c. Foreign Transcript: Transcripts issued outside the United States require a course-by-course analysis with an equivalency statement from an official USA certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. This report must be attached to the online application. If you have completed coursework at a foreign institution that is not recognized as accredited by the Council for Higher Education Accreditation (CHEA) or the U.S. Department of Education, you must include a full evaluation of the foreign transcript with your application materials if you wish for us to consider the coursework. To search for institutions that are recognized as accredited by CHEA or the U.S. Department of Education, visit <http://www.chea.org/search/search.asp> or <http://ope.ed.gov/accreditation/search.aspx>. For a list of recognized organizations providing transcript evaluation services, visit <http://www.naces.org/members.htm>.

Selection Procedure:

Online applications will be initially reviewed by the Screening Committee, which will select candidates for personal interviews with the Screening Committee ( 1st Level zoom Interview with initial candidates, followed by 2nd Level in-person interviews with semi-finalists). After the initial Zoom and in-person interviews have been conducted, the committee will recommend finalists to the Board of Trustees. Finalists will participate in public forums to allow the college and local community to participate in asking final applicants questions. The Board of Trustees will interview final candidates and make the selection of the new Superintendent/President.

Accommodation for Applicants with Disabilities:

If you are selected for an interview and need special services or facilities to participate in the interview, please contact Human Resources at (805) 730-5130. Reasonable accommodation will be provided for applicants with disabilities who self-disclose.

General Requirements to be submitted Upon Offer of Employment:

• Satisfactory fingerprint report and a completed tuberculosis risk assessment.

• Documentation verifying identity and United States citizenship or authorization that you have the right to work in the United States permanently and do not now or in the future require sponsorship by Santa Barbara City College or other hiring institutions.

• Official transcripts conferring college degrees indicated on the employment application.

For all openings, deadlines, and link to online application, please visit our website at:

<https://www.sbcc.edu/president-search/index.php>

Santa Barbara City College, 721 Cliff Drive,

Santa Barbara, CA 93109-2394 (805) 965-0581 Ext. 5114

Interviews by Invitation Only

SBCC is an equal opportunity employer committed to nondiscrimination on the basis of national origin, religion, age, gender, gender identity, gender expression, race, ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, military and veteran status, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics, consistent with applicable federal and state laws. Reasonable accommodation will be provided for applicants with disabilities who self disclose.

To apply, visit <https://apptrkr.com/3712058>