GENERAL STATEMENT OF DUTIES: Plans and directs the educational programs and administrative activities of the Community College. Has ultimate responsibility for maintenance of quality educational programs and efficient administration of the Community College. Other related responsibilities as assigned.

SUPERVISION RECEIVED: Works within state policies and regulations established by the Massachusetts Board of Higher Education as represented by the Chancellor of Higher Education, and under the direct supervision of the Cape Cod Community College Board of Trustees who outline local policy and review performance and operations for effectiveness and conformance with policy and regulations.

SUPERVISION EXERCISED: Exercises full supervision over a number of employees and support personnel through intermediate supervisors.

EXAMPLES OF DUTIES:

1. Interprets and executes the policies of the Chancellor of Higher Education, the Board of Higher Education, and the College's Board of Trustees.

2. Plans and directs a comprehensive Community College educational program, including the operation of Workforce Education programs and community services programs within the Community College total program.

   3. Supervises the preparation of budget and is responsible for the expenditures of allocated funds in accordance with established state procedures, rules and regulations.

4. Has ultimate responsibility for the operation, maintenance, and improvement of buildings and grounds.

5. Recommends professional appointments, tenure, and dismissals to the College's Board of Trustees.

6. Works with the staff and appropriate committees in developing and revising the curriculum to meet changing needs and opportunities.

7. Oversees short-term and long-term planning.

8. Participates in various local, state and national activities.

9. Has ultimate responsibility for implementation and maintenance of all collective bargaining agreements in conjunction with appropriate staff.

10. Maintains high standards of employment for all College personnel.

11. Participates in, and weighs heavily the recommendations of, the College Meeting as the basic internal governance body of the College, as well as the recommendations of the Support Staff Association.

12. Calls and presides at meetings of the President's Cabinet and Administrative Council, overseeing agenda coordination and activity coordination of these groups. Weighs heavily the advice and
recommendations of these staff groups as he/she makes necessary administrative decisions.


14. Serves on the Board of Directors of the Cape Cod Community College Educational Foundation, Inc.

15. Serves as a final source of appeal for students dismissed from the College.

16. Meets regularly to discuss matters of mutual concern and interest with the MACER Group (union).

17. Meets regularly with the College's Board of Trustees and is responsible for organizing and setting up their regular monthly meetings.

MINIMUM QUALIFICATIONS

1. Master's degree or its equivalent.

2. Six-years administrative experience, three of which must be in a high-level managerial position.

3. Thorough knowledge of higher educational principles, practices, and methods.

4. Thorough knowledge of the methods, practices, procedures, and techniques of educational organization and administration.

5. Thorough understanding of the principles and philosophy of comprehensive community colleges.

6. Demonstrated administrative and supervisory ability.

7. Ability to work effectively with professional, maintenance, clerical, and student personnel; legislative bodies and the public.

8. Proficiency in oral and written expression.