

CITRUS COMMUNITY COLLEGE DISTRICT

BOARD POLICY

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PRESIDENT AND DISTRICT SUPERINTENDENT

Appointment

1. The Superintendent/President is selected by the Board of Trustees and employed on a contract for four (4) years.
2. The Superintendent/President is the chief executive and administrative officer for Citrus College and the Citrus Community College District.

Duties

The Superintendent/President is responsible for:

1. Attendance of all Board meetings and for recommendations to the Board on all matters including the following:
 - a. Budget
 - b. Policies
 - c. Personnel
 - d. Salary schedule for certificated and classified personnel
 - e. Development of campus
 - f. Educational program
 - g. Annual calendar
 - h. Instructional programs
 - i. Inter-district contracts and student releases
2. Effective implementation of all policies of the Board of Trustees.
3. The general and organization and administration of the college.
4. Interpreting the college to the community through:
 - a. Community contact.
 - b. Supervision of public information program
 - c. Joint faculty efforts
5. The formulation of all reports required by local, county, state, or national agencies.
6. Serving on regional and state committees, and participating in conferences for the development of appropriate county, state, or national educational policies.

7. Professional leadership to the college, staff, and community for meeting the changing needs of the District.
8. Coordinating and supervising public information personnel.
9. Approving appointment of all committees.
10. An appropriate Civil Defense Program for the College.
11. Working with Advisory Committees and calling meetings as needed.
12. Evaluating all administrators at least once a year and reporting these evaluations to the Board of Trustees prior to January 1.

Revised..... 5/9/74
12/14/76