

Classification Description



Job Title: President

Pay Grade: Executive Schedule

Job Code: 1000

FLSA Status: Exempt

Job Purpose

Per Florida Statute 1001.65, The President is the chief executive officer and corporate secretary of the Board of Trustees and is responsible for the operation and administration of the College. This is an executive contract position.

General Responsibilities

Essential Functions

The Board delegates to the President the responsibility, authority and duties for leadership, supervision and management of the College in accordance with the Florida Statutes, State Board of Education Rules and Rules of the Board of Trustees. Without limiting the generality of the foregoing, the Board specifically delegates to the President the authority to execute all documents, agreements, contracts, and instruments of payment and conveyance on behalf of the Board.

In addition to those duties, powers, and responsibilities imposed upon the President by the Florida SouthWestern State College Board of Trustees Rules 6Hx6:1.02, the President is also charged with the powers, duties, and responsibilities specifically delineated in accordance with the rules and regulations of the Florida Division of Community Colleges and the laws of the State of Florida as follows:

Recommend the adoption of rules, as appropriate, to the state college board of trustees.

Prepare an annual budget request and an operating budget for approval by the board of trustees.

Establish and implement policies and procedures to recruit, appoint, transfer, promote, compensate, evaluate, reward, demote, discipline, and remove personnel, within law and rules of the State Board of Education and in accordance with rules of the board of trustees.

Govern admissions, subject to law and rules or policies of the state college board of trustees and the State Board of Education.

Approve, execute, and administer contracts for and on behalf of the state college board of trustees for licenses; the acquisition or provision of commodities, goods, equipment, and services; leases of real and personal property; and planning and construction.

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Act for the state college board of trustees as custodian of all state college property and financial resources.

Establish the internal academic calendar of the state college within general guidelines of the State Board of Education.

Administer the state college's program of intercollegiate athletics.

Recommend to the board of trustees the establishment and termination of programs within the approved role and scope of the state college.

Award degrees.

Recommend to the board of trustees a schedule of tuition and fees to be charged by the state college, within law and rules of the State Board of Education.

Organize the state college to efficiently and effectively achieve the goals of the state college.

Review periodically the operations of the state college in order to determine how effectively and efficiently the state college is being administered and whether it is meeting the goals of its strategic plan and that of the State Board of Education.

Enter into agreements for student exchange programs that involve students at the state college and students in other institutions of higher learning.

Approve the internal procedures of student government organizations and provide purchasing, contracting, and budgetary review processes for these organizations.

Ensure compliance with federal and state laws, rules, regulations, and other requirements that are applicable to the state college.

Maintain all data and information pertaining to the operation of the state college, and report on the attainment by the state college of institutional and statewide performance accountability goals.

Develop and implement jointly with school superintendents a comprehensive articulated acceleration program, including a comprehensive interinstitutional articulation agreement, for the students enrolled in their respective school districts and service areas pursuant to the provisions of s. 1007.235.

Have authority, after notice to the student of the charges and after a hearing thereon, to expel, suspend, or otherwise discipline any student who is found to have violated any law, ordinance, or rule or regulation of the State Board of Education or of the board of trustees of the state college pursuant to the provisions of s. 1006.62.

Submit an annual employment accountability plan to the Department of Education pursuant to the provisions of s. 1012.86.

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Annually evaluate or have designee(s) annually evaluate senior administrative staff relative to achievement of the annual and long-term goals of the College including the employment accountability plan.

Have vested with the president or the president's designee the authority that is vested with the state college.

Performs other duties.

Knowledge, Skills and Abilities

Minimum Qualifications

Boards of Trustees, in appointing Presidents, shall select persons qualified for the position and competent to perform the duties and responsibilities of the position. The minimum basic qualification is an earned doctorate or the equivalent from a regionally accredited institution of higher education. If a Board chooses to recognize an equivalency, it shall specify the education, experience, and other elements deemed to constitute equivalency, and notify the State Board of Community Colleges of them. The Board shall seek and interview persons with the highest qualifications for educational leadership. The Board shall consider particularly the candidates' education, experience in Community Colleges and related fields, understanding of Community College programs, and demonstrated leadership ability.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

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Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: October 13, 2009. Revised: February 1, 2011, April 2, 2012, October 16, 2012, July 1, 2014, August 16, 2017, December 1, 2020.