



Superintendent/President Search
2019 Position Description
January 14, 2019

The Rio Hondo Community College District Board of Trustees seeks a visionary and transformational leader with the demonstrated culturally competent professional skills and abilities to strategically position the College and District to meet the emerging and future needs of the students and communities it serves while protecting the long-term health of the organization.

MINIMUM QUALIFICATIONS – EDUCATION AND EXPERIENCE

- An earned Master’s degree from a regionally accredited institution;
- At least three years of senior executive/administrative experience in progressively more responsible positions with a strong demonstrated record of achievement; and
- Demonstrated ability to effectively work with people of diverse racial, ethnic, gender, sexual orientation, disability, and socioeconomic backgrounds to achieve desired outcomes.

PREFERRED QUALIFICATIONS

- Superintendent/President experience preferred or senior administrative leadership experience in a higher education institution;
- An earned Doctorate degree from a regionally accredited institution;
- Teaching, academic services, administrative services, and/or student services experience in a higher education institution;
- Experience working with a board of trustees or related experience.

DEMONSTRATED SKILLS AND ABILITIES

- Demonstrated experience or ability to work effectively with a board;
- Guided by a clear understanding and deep commitment to the mission of the California Community Colleges;
- Values the needs and success of students and the communities from which they come;
- Committed to collegial consultation/participatory governance with the Academic Senate, Collective Bargaining units, Associated Students, and Management Team, and the ability to build consensus with a collaborative decision-making leadership style which seeks to inspire and empower others with evidence of accountability for decisions;
- Leads with attention to continuous improvement of institutional effectiveness that is grounded in: student success, clear vision, effective planning, data driven decisions, budget prioritization, on-going assessment of student learning and outcomes;
- Strategic thinker and transformational leader; who is an effective change agent; is a creative and results-oriented visionary leader who responds to situations in a timely manner; with student success and equity at the center of decision-making;
- Establishes effective organizational structures that attracts qualified individuals to leadership positions and supports them in their work; ability to promote a supportive and nurturing environment that facilitates the work; creates a culture of support to build the capacity of mentorship to guide the work of individuals;
- Skillful communicator in all forms and settings; speaks effectively and listens carefully; takes multiple perspectives into consideration; communicates decisions clearly, broadly and persuasively;
- Demonstrates business acumen in planning, budgeting, assessing progress and managing change; effectively manages internal and external resources (fiscal, physical, and human) particularly in a challenging fiscal climate, while maintaining the integrity of the District's programs and academic rigor; experience with successfully managing the passage of a bond and implementing bond projects; understands the increasing role of technology in support of the learning environment and support services;
- Experience with legal and regulatory environments, including collective bargaining and institutional accreditation; has relevant experience related to achieving successful student outcomes associated with these environments;

- Knowledge of and relevant experience with key educational initiatives and priorities in California with full understanding of Guided Pathways, Basic Skills Reform, AB705 (Multiple Measures), AB19 (California Promise);
- Demonstrates successful experience in cultivating and maintaining external relationships, such as advocacy for and community support of the College/District; external resource development through pursuit of grant funding; and functional partnerships with the community;
- Experience in facilities master planning and general obligation bond programs;
- Evidence of effective leadership in establishing a positive institutional presence and image in the community; promoting a college education as a vehicle of transformation to build and form strong partnerships with business, public schools, colleges and universities, and community groups;
- Has a proven record of Interacting effectively with a diversity of cultures, personalities, interests and perspectives to provide effective educational services and programs that address the social , linguistic, and diverse needs of students, employees, and the communities the District serves.

PERSONAL QUALITIES

- Possesses cultural competence and embraces equity in a true and unshakable belief in the values of diversity of all, both for the principles of fairness and for the resulting improvement to the District and the vulnerable communities it serves; views diversity in all its forms as a campus value; focuses on meeting needs of underserved student and community populations;
- Inspires trust and confidence in one's leadership; displays a strong work ethic, a deep commitment to the District/College and community; employs effective time management and up-to-date management tools and practices; exhibits a natural, friendly and open relationship with people, leading to accessibility, transparency, and trust;
- Exhibits personal/professional ethics and integrity in all behavior and relationships; has a strong sense of fairness and equity to all decision-making; is transparent as a decision-maker; expects accountability of oneself and from others;
- Has high respect for the work of faculty, staff and administration and the value that each brings to the effectiveness and improvement of the institution and the success of students; invests in the future of human resources by supporting multiple avenues for professional development;
- Familiar with the collective bargaining environment and the need to work effectively with employee groups; has relevant experience related to achieving successful negotiation outcomes.

- Possesses an authentic love and respect for students, accompanied by the desire to be a visible presence on the campus and supporter of student-centered programs; values the perspective of students in pursuing institutional effectiveness and change;
- Gauges political situations effectively and possesses the emotional intelligence to relate effectively with individuals from all constituent groups; is a good judge of people, their motivations and behavior;
- Has the courage and perseverance to address challenges and confrontations; is deliberate in the assessment of conflicting perspectives; can bring divergent perspectives together to achieve consensus and successful resolution of conflict; is able to make a difficult decision in a timely manner;
- Has a genuine long-term commitment to the College/District;

DUTIES AND RESPONSIBILITIES

The incumbent will:

- Plan, organize, control and direct the overall administration of the District/College; assure the College is administered in accordance with the policies adopted by the Board of Trustees and in accordance with the College mission of supporting and promoting student learning;
- Inform the Board of Trustees of operations and state of the College on an ongoing basis;
- Study and recommend items to the Board of Trustees for policy consideration; review and approve Board agenda items prior to publication;
- Provide leadership and direction in the instructional and support programs;
- Foster strong relationships with local PreK-12 feeder districts to develop articulation, curriculum and alignment to support students in continuing their education and pursuing their career goals;
- Oversee and participate in the overall planning and development of the College;
- Provide for a strategic plan to properly position the College for the future;
- Plan, develop, organize and administer instructional offerings, curriculum, co-curricular activities; student services including, but not limited to, counseling, financial aid, student governance, student activities, job placement, DSP&S, EOPS, and Enrollment Management;

- Plan, develop and direct the maintenance of a continuous community relations program, in accordance with established policies; develop and maintain communication networks with all college/program personnel regarding all aspects of the operations of the College;
- Represent the District to/with the community, business and governmental agencies; explain various aspects of the College to the community, and assure that College staff are informed of the educational needs of the community; effectively cultivate and maintain a positive institutional presence in the community and is successful in pursuing relationships and partnerships with governmental agencies, businesses, industries and community-based organizations to meet emerging and future needs of the community;
- Supervise coordinate and evaluate general activities of executive staff or other administrative personnel; assign, supervise and evaluate personnel allocated to the college/program; evaluate staff performance and review evaluations; analyze staff utilization needs; ensure that equal education/employment opportunity is available to all students and employees;
- Consult with appropriate members of the College staff and recommend to the Governing Board personnel for employment;
- Submit the College budget recommendations to the Board assure institutional fiscal responsibility;
- Provide leadership in research and evaluation, and stimulate improvement of the College program;
- Participate in local, State and national organizations related to community college education; recommend positions on legislative and legal issues;
- Provide leadership in maintaining accreditation with appropriate agencies and associations;
- Direct and implement rules for campus safety, health, discipline, and conduct.

THE DISTRICT

Nestled in the hills above Whittier, the District was created in 1960. The College officially opened its doors for instruction in 1963 and celebrated its 50th anniversary in 2012-2013. As a comprehensive community college, Rio Hondo offers many strong career-technical programs, such as nursing, fire and police academies, automotive and alternative fuels, a full transfer curriculum, and basic skills courses and services. The College also offers a rich complement of community service programs on campus and at satellite locations.

Rio Hondo College has developed an impressive educational complex which enrolls approximately 18,000 students per semester. The student body reflects the diversity of the surrounding communities and is approximately Hispanic 67.2%, White Non-Hispanic 10.2%, Unknown 9.7%, Asian 8.1%, African-American 2.2%, Filipino 1.4%, Multi-Ethnicity 0.8%, American Indian/Alaskan Native 0.2%, Pacific Islander 0.1%.

The current District budget of the general fund is approximately \$116 million. Included in that amount are several state and federal grants which fund a variety of innovative college projects. Plans are underway for a second bond passage in coming years. The District currently employs nearly 1,500 including part-time faculty and classified staff.

<https://www.riohondo.edu/president/wp-content/uploads/sites/27/2018/07/RHC-AR2017-62518.pdf>

MISSION, VISION AND VALUES

Vision Statement

Rio Hondo College strives to be an exemplary California community college, meeting the learning needs of its changing and growing population and developing a state of the art campus to serve future generations.

Mission Statement

Rio Hondo College is committed to the success of its diverse students and communities by providing dynamic educational opportunities and resources that lead to degrees, certificates, transfer, career and technical pathways, basic skills proficiency, and lifelong learning.

Values Statement

As a teaching/learning community, we come together and strive to meet the needs, aspirations, and goals of our changing student population and communities. Since what we value forms the core of who and what we are, the college community—trustees, faculty and staff—recognizes the importance of openly and candidly expressing the college’s values. Rio Hondo College values the following:

1. Quality Teaching and Learning

The college is dedicated to excellence in instruction and student services to develop the intellectual and personal competence of each student. Rio Hondo College is committed to preparing students to adapt to the demands of a multicultural society.

2. Student Access and Success

Rio Hondo College recognizes the individual worth and potential of every human being. Accordingly, the college offers an open access, comprehensive educational program to its students including basic skills, vocational education certificates and degrees, general education and transfer courses, and, for its community, economic development opportunities.

At Rio Hondo College, students will have an opportunity to develop ethical values, learn the rights and responsibilities of citizenship, develop career skills, and understand the scientific, artistic and social achievements of various cultures including their own.

3. Diversity and Equity

Rio Hondo College remains committed to the diversity of students, faculty, staff, and management Diversity can be defined in many ways including ethnicity, gender, sexual orientation, socio-economic status, age, physical

abilities, religious beliefs, learning styles, political beliefs, or other ideologies. Appreciation of diversity means the following:

- Recognizing that each individual is unique and understanding individual differences.
 - Recognizing the things that people have in common despite being members of diverse groups
 - Creating a safe, positive, and nurturing environment that cultivates respect for what these differences are
 - Moving beyond simple tolerance to embracing and celebrating the rich dimensions of diversity as a way of coming together as a community with a common purpose. The concepts of educational equity and student learning outcomes are central to the values of the College. Access to education and the opportunity for educational success for all students shall be provided, with particular efforts in regard to those who have been historically and currently underrepresented. Education should prepare students to adapt to the demands of a multicultural society.
4. **Fiscal Responsibility** – Rio Hondo College recognizes the importance of maintaining a fiscally sound, efficient, and effective college operation. It uses its resources—human, facilities, and financial—to the optimum benefit of its students, community, and staff.
5. **Integrity and Civility** – We value integrity, honesty and respect in our actions and words.

OPPORTUNITIES AND CHALLENGES

The District/College faces a number of opportunities and challenges that will be the focus of the Superintendent/President, including the following:

- Lead the college through a continual and ongoing process of improvement in meeting the goals and being prepared for the Accreditation process.
- Promote and facilitate collegiality, civility and respect among all of the College constituencies by uplifting the campus climate with an emphasis on a shared purpose and participation in shared governance.
- Bring programs and activities together to address equity and sustainability in all facets of the College’s and District’s operations.
- Support the Rio Hondo Foundation and enhance the resources available to the College.
- Create new and stronger collaborative relationships between the College and community organizations, businesses, cultural institutions, and educational institutions.

- Foster relationships with baccalaureate granting institutions to improve transfer opportunities for Rio Hondo students.
- Lead the College in implementing student success initiatives emerging from the California Community College System's Vision for the Future. In light of the new funding formula for California Community Colleges, act effectively and creatively with the fiscal constraints and budget uncertainties associated with its implementation.
- Regularly update the Strategic Master Plan to stimulate and guide timely institutional educational master planning, academic planning, facilities planning, technology planning, human resources planning, and financial planning.
- Work effectively with employee bargaining groups to successfully negotiate outcomes.

THE COMMUNITIES

The Rio Hondo Community College District encompasses several communities in the southeast section of Los Angeles County. It is a dynamic urban and suburban area which also includes commercial, industrial, educational institutions, and enterprises. The primary communities are El Monte, Whittier, South El Monte, Pico Rivera, Santa Fe Springs, and Los Nietos. The nearby communities of Norwalk, La Mirada, Downey, La Puente, and the City of Industry are also an integral part of the College District. The area provides easy access to cultural, recreational, and diverse ethnic and cultural opportunities.

El Monte - <https://www.ci.el-monte.ca.us>

Whittier - <https://www.cityofwhittier.org>

South El Monte - <http://www.ci.south-el-monte.ca.us>

Pico Rivera - <http://www.pico-rivera.org>

Santa Fe Springs - <https://www.santafesprings.org>

WORKING CONDITIONS

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment including ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 20 lbs.; ability to travel to different sites and locations.

APPLICATION PROCEDURES

The position is open until filled.

The deadline for application materials to be included in the first review by the Search Committee is **12:00 Noon on Friday, March 1, 2019.**

For full consideration in the first review for the position, applicants must submit a **complete online application** that includes the items listed below by the initial deadline:

- Rio Hondo College online application (which includes supplemental questions).
- Résumé/Curriculum Vitae.
- Complete transcripts of all colleges/university studies, including degree earned (copies will be accepted) NOTE: Transcripts from multiples colleges/universities may need to be scanned as one document, then uploaded. Any degree from a country other than the United States, including Canada and Great Britain, must be evaluated by an Evaluation Service prior to the closing date. Certification must be attached with copies of the transcripts.
- **Transcripts must include degree awarded and confer date (please circle conferral date on transcripts). Transcripts without this information and online applications without transcripts will be disqualified.**
- **PAPER APPLICATIONS AND APPLICATION MATERIALS SENT VIA MAIL, FAX, OR EMAIL WILL NOT BE ACCEPTED. ONLY ONLINE APPLICATIONS WILL BE REVIEWED.**
- **NOTE THAT ALL CORRESPONDENCE, INCLUDING INTERVIEW INVITATIONS, WILL BE SENT VIA EMAIL.**
- All inquiries, nominations, and applications will be held in the strictest of confidence.

ADDITIONAL INFORMATION

- The Immigration Reform and Control Act requires the District obtain documentation from every individual who is employed which verifies identity and authorizes his/her right to work in the United States.
- Successful candidate is responsible for verifying all prior work experience and providing all academic transcripts for purposes of salary placement.

- As a condition of employment, the selected applicant must provide a set of fingerprints (at the applicant's expense) taken by an official LiveScan agency.
- Provide a Certificate of Tuberculosis Exam for initial employment (The certificate must be renewed every 4 years as a condition of continuing employment).
- For positions requiring a valid California driver's license, proof of insurability is required.
- Applicants who are protected under the Americans with Disabilities Act and require accommodations for completing the application process, testing (if required for position), or the interview, please notify the Human Resources Office.
- A copy of this announcement will be provided in Braille to visually impaired applicants upon request.

COMMITMENT TO DIVERSITY

All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students and staff.

CANCEL RTF POLICY

WE RESERVE THE RIGHT TO RE-OPEN, RE-ADVERTISE, DELAY OR CANCEL FILLING THIS POSITION. THIS RECRUITMENT MAY BE USED TO FILL FUTURE VACANCIES.

EEO STATEMENT

Rio Hondo College is committed to employing qualified administrators, faculty and staff members who are dedicated to student success. The Board recognizes that diversity in the academic environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for all students. The Board is committed to hiring and staff development processes that support the goals of equal opportunity and diversity, and provide equal consideration for all qualified candidates.

COMPENSATION AND BENEFITS

Salary and other conditions of employment will be competitive, negotiated with the Board of Trustees (and or designee), and commensurate with the candidate's background and demonstrated experience.

District-provided benefits include a health plan, dental and vision coverage for the employee and dependents and life and disability insurance for the employee.