PARIS JUNIOR COLLEGE DISTRICT
JOB DESCRIPTION

TITLE: President
DEPT: Administration
CLASS: Administration
FLSA STATUS: Exempt
RETIREMENT ELIGIBILITY: ORP/TRS

PURPOSE: The President is the chief administrator of the College. The President is authorized to execute contracts. The position has responsibility for the overall direction of the institution and for interpretation of its purposes and goals to the broader community including liaison with other educational institutions and with local, state, and federal governments. The President shall implement all policies, rules, and regulations imposed on the institution by the Board and by applicable law.

REPORTS TO: The Paris Junior College Board of Regents

SUPERVISES: Vice President of Academic Studies
Vice President of Business Services
Vice President of Student Access and Success
Vice President of Workforce Education
Athletic Director
Director of Greenville Center
Director of Human Resources
Director of Institutional Advancement
Director of Institutional Research
Director of Sulphur Springs Center
Campus Police
Director of Marketing & Public Relations
Director of Physical Plant
Assistant to the President
Administrative Assistant, Office of President
Indirectly supervises all other college personnel

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

1. Commitment to student centered learning and innovative teaching.
2. Commitment to student access and success in an environment that embraces diversity.
3. Record of successful operational skills in the areas of finance, budget, development, strategic planning, educational and facilities planning.
4. Political astuteness and excellent abilities in dealing with legislative process.
5. Knowledge of current issues and trends in higher education, including importance of developing technologies.

6. Excellent verbal and written communication skills.

7. Exceptional personal qualities including integrity, honesty, empathy, enthusiasm, creativity and flexibility.

8. Broad experience in community college education administration.

9. Ability to formulate a vision and positive directions for the college's future.

10. Understanding of the current issues in higher education.

11. Knowledge of the increasing rate of technology in learning.

12. Teaching experience at the college level.

**Education, Experience, and Licensure**

1. At least a master’s degree from a regionally accredited college or university required.

2. Community College education experience in a senior level administration position.

3. Demonstrated leadership skills.

4. Commitment to the principles of the comprehensive community college.

5. Experience in establishing positive relationships with the governing board and management team of an institution of higher education.

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**MAJOR JOB RESPONSIBILITIES**

**Essential Job Functions**

1. Interprets the objectives and activities of the College to the community.

2. Prepares the Board agenda and attends all meetings of the Board except when lawfully excluded from executive session, such as when the President's salary or employment is under discussion.

3. Submits to the Board proposals for Board policies and administrative regulations for the governance of the College.

4. Makes administrative assignments, adjusts administrative organization, and makes any other changes in personnel duties, offices, and titles as are considered necessary by the President to meet the changing needs of the institution.

5. Reports to the Board concerning the current status and future plans for the educational program, business and fiscal affairs, and all other activities of the College.
6. Investigates the requirements of the District for facilities and makes recommendations to the Board concerning these requirements.

7. Prepares an annual budget for District operations and submits the budget to the Board within the dates specified by law.

8. Recommends budget amendments to the Board as conditions may require.

9. Calls meetings of the faculty or other employees at such times and places and for such matters as are considered convenient and necessary to the welfare of the College.

10. Administers the College in conformity with the approved policies of the Board, the rules and regulations of the Texas Higher Education Coordinating Board, and with applicable laws.

11. Recommends staff, faculty, and other professional personnel to the Board for appointment, extension of contracts, and dismissal.

12. Provides for orientation of new personnel and in-service educational programs as needed for College personnel.

13. Represents employees, students, and community to the Board.

14. Represents the College at educational meetings and before legislative bodies and agencies of the government.

15. Participates in meetings and activities in an effort to influence the development of local, state, and national educational policies in harmony with College philosophy, principles, and objectives.

16. Ensures proper expenditure and accounting of all funds of the College.

17. Prepares, or causes to be prepared, written performance appraisals on all full-time personnel and causes discussion to be held annually between the supervisor and the employee.

18. Coordinates the preparation and submission of all required official reports.

19. Provides for the protection and insurance of the assets of the College.

20. Presides as chairman of the President’s Council.

21. Responsible for compliance with Southern Association of Colleges and Schools (SACS) guidelines.

22. Display personal characteristics that reflect positively on the education profession and the College in such ways as respecting colleagues and observing ethical principles of the education profession, participating in community activities, and demonstrating a constructive attitude toward other professional and classified personnel, using appropriate vocabulary free from excessive profanity and slang, displaying use of good
judgment, tact, and discrimination, treating records, information, materials, and office concerns in a confidential manner.

23. Demonstrate knowledge of the required subject matter by providing evidence of preparation in the area, maintaining current knowledge of research and developments in the subject area, and maintaining the respect of colleagues in the profession.

24. Demonstrate leadership qualities by instilling enthusiasm for professional goals, recognizing staff proficiencies and accomplishments, adhering to statement of ethics and Paris Junior College covenant for success.

Marginal Job Functions

1. Ability to build alliances and form partnerships with educational, business, and community entities.

SPECIFIC EQUIPMENT AND MATERIALS USED

1. Understands the role of modern technological equipment in administering an educational institution and is able to use such equipment.

ESSENTIAL PHYSICAL TASKS

1. Must be able to travel extensively.

2. Must have high energy level.

3. This position is security-sensitive.

ENVIRONMENTAL DEMANDS

I have read the foregoing job description and understand the responsibilities of the job.

_______________________________________________
Employee Printed Name

_______________________________________________  ________________
Employee Signature  Date

_______________________________________________  ________________
Human Resources Signature  Date