Administrators are expected to provide for the efficient and effective administration of District and College programs. They are expected to be supportive of decisions made, treat each other with respect and consideration, and maintain a spirit of collaboration and collegiality within the shared governance framework. They are expected to be knowledgeable about District policies and procedures and applicable collective bargaining agreements.

Administrators will be responsible to the Chancellor and/or their direct supervisor for the efficient administration of the programs of the District. They have responsibilities for providing educational leadership and support services; formulating, recommending, and implementing District policies; administering District programs; adjudicating grievances; and for supervising and evaluating the performance of District faculty and staff.

In addition to those expectations and the specific duties listed in each job description, each administrator will be required:

- To administer College or District programs;
- To implement College or District policies and procedures and make policy and procedural recommendations;
- To manage their budgets and other resources effectively;
- To be responsible and accountable for the effective, efficient, ethical, and productive utilization of available human and physical resources to accomplish the goals and objectives established for their areas of responsibility;
- To keep informed of developments relative to their areas of responsibility and maintain a creative and experimental attitude toward change;
- To make recommendations regarding the organizational structure and personnel needs for their areas of responsibility;
• To participate in the selection and evaluation of personnel and to make recommendations regarding personnel within their areas;

• To establish and maintain, within their areas of responsibility, a climate that encourages the development and retention of competent personnel and achieves College and District objectives;

• To maintain effective channels of communication;

• To promote participatory governance and administrative effort within the College and District communities by working in a cooperative manner with faculty, staff, students, and other administrators;

• To establish positive relationships with the communities served by the District and its Colleges, and other educational institutions;

• To serve on committees and councils as directed;

• To attend professional meetings;

• To perform other duties as assigned or delegated.

Also see BP/AP 7260 titled Classified Administrators

Date Approved: January 18, 2012
(Replaces current WVMCCD Policies 2.17.1, 2.17.2, and 2.17.3)