



BOARD POLICY

No. 211

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

EMPLOYMENT OF SUPERINTENDENT

The Board of Trustees vests the primary responsibility for the administration of this Community College District in the Superintendent/President.

The appointment of that officer is therefore one of the most important functions the Board can perform. Whenever the position of the Superintendent shall be vacant, the Board shall appoint a Superintendent/President and fix his salary and term of office. The Board will actively seek the best qualified and most suitable candidate for the position of Superintendent/President of this District. The actual selection processes shall be developed by the Board at the time a vacancy occurs.

Recruitment procedures shall be prepared in advance of the search and shall include the following:

- A. The preparation of a written job specification for the position of Superintendent/President.
- B. The preparation of a written specification of qualifications (in addition to proper State certification).
- C. The preparation of informative material describing this District and its educational goals.
- D. A statement assuring compliance with the Board Policy on Affirmative Action (#301) and Equal Opportunity (#809).

No person may be employed as Superintendent/President of this District unless he/she has signed an employment contract with the Board. Such contract shall include the term for which employment is contracted, including beginning and ending dates (said term shall not exceed four years); the salary which the Superintendent shall be paid and the intervals at which it shall be paid; the benefits to which he/she is entitled; and such other matters as may be necessary to a full and complete understanding of the employment contract.

Educational Code 72406, 72408, 72411.

Date Adopted: December 19, 1978