

**Superintendent/President
Cabrillo College**

Direct Link: <https://www.AcademicKeys.com/r?job=260320>

Downloaded On: Jul. 29, 2025 7:59am

Posted Jul. 28, 2025, set to expire Sep. 15, 2025

Job Title Superintendent/President
Department President's Office
Institution Cabrillo College
Aptos, California

Date Posted Jul. 28, 2025

Application Deadline 09/15/2025

Position Start Date Available immediately

Job Categories President/Provost/Chancellor

Academic Field(s) Administration - Other

Apply Online Here <https://apptrkr.com/6406544>

Apply By Email

Job Description

Image not found or type unknown



Superintendent/President

Cabrillo College

Salary: See Position Description

Job Type: Full-time (100%)

Job Number: 2025-02041

Closing: 9/15/2025 11:59 PM Pacific

Location: Aptos, CA

Department:

Superintendent/President
Cabrillo College

Direct Link: <https://www.AcademicKeys.com/r?job=260320>

Downloaded On: Jul. 29, 2025 7:59am

Posted Jul. 28, 2025, set to expire Sep. 15, 2025

President's Office

Employment Opportunity

Cabrillo College is seeking a **Superintendent/President** of the college who serves as the Chief Executive Officer and Secretary to the Governing Board, serves as the leader of the District, and as its primary spokesperson. The position of Superintendent/President shall be initiatory and executory. The incumbent shall act both as a professional advisor to the Board in the formulation of policies for the governance of Cabrillo College and as executor of the policies adopted by the Board. All powers and duties delegated to the President are to be executed in accordance with the policies adopted by the Board. All acts performed by the President that are classed in law as discretionary are subject to review and final approval by the Board, unless the Board specifically authorizes such acts to be executed in a particular manner.

Please refer to the [Cabrillo College President Search webpage](#) for additional information.

COMPENSATION AND BENEFITS:

Salary, benefits, length of contract, and other terms and conditions of employment will be competitive and negotiable. The Board of Trustees and the selected candidate will agree mutually on the terms of employment and the start date.

Educational administrators are required to join the State Teachers Retirement System (STRS) and as such must contribute 10.25% of their monthly salary to STRS on a pre-tax basis. Please see the [Benefits link](#) on the HR webpage for more information.

Cabrillo College currently provides a generous benefit stipend for employees plus dependents that employees apply toward benefit selections for medical, dental, life, and short-term/long-term disability insurance. Depending on health plan selections, in many cases full-time employee net out-of-pocket for benefit premiums *may be as low as \$0*.

CABRILLO'S COMMITMENT TO DIVERSITY:

The ideal candidate will share Cabrillo's commitment to educating its racially and socioeconomically diverse student population. Cabrillo College serves approximately 11,400 students per term. As of 2024, 60% of Cabrillo students are members of minoritized populations, identifying themselves as LatinX (50%), Multi Ethnic (6%), Asian (2%), Black Non-Hispanic (1%), Filipino (1%), American Indian/Alaskan Native (<1%) and Pacific Islander (<1%). In 2007, Cabrillo College was designated a Hispanic-Serving Institution, reflecting the great responsibility that the College has to the educational

Superintendent/President
Cabrillo College

Direct Link: <https://www.AcademicKeys.com/r?job=260320>

Downloaded On: Jul. 29, 2025 7:59am

Posted Jul. 28, 2025, set to expire Sep. 15, 2025

attainment and economic well-being of the surrounding community.

Cabrillo College has a tradition of collegial governance, and employees at all levels possess a long history of participatory governance in all levels of decision-making at the college. Cabrillo provides an excellent opportunity to learn, collaborate, create, and make a difference in the lives of its students and community.

Employees at Cabrillo College support quality programs and services to students that promote their diverse and evolving needs as they progress toward their individual educational goals. ***Come join us in our vision to improve the world, one student at a time!***

Examples of Duties

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Serves as leader of the college and as its spokesperson; provides day-to-day leadership to ensure a high-performance, service-oriented work environment that supports achievement of the District's mission, objectives, and values; promotes workplace diversity, inclusion, cultural competency, and a positive work environment.
- Serves as the Chief Executive Officer and Secretary to the Governing Board.
- Develops and recommends policies for the college to the Board and implements approved policies.
- Provides leadership in the development and implementation of a sustainable master plan based on ongoing institutional research, considering accreditation standards, student success issues, and budget allocation.
- Directs the development of the college budget for submission to the Board. Represents the college to the community, the media, government, and other institutions.
- Informs the Board, staff, and local constituencies regarding issues and trends affecting the college and exerts influence in the development of local, state, and national policy.
- Directs establishment of administrative procedures for providing efficient instruction, services, and business of the college.
- Recommends all personnel actions to the Board.
- Formulates immediate and long range plans regarding all facets of the college.
- Maintains a highly visible leadership role and develops strategic partnerships between the college and community.

Superintendent/President Cabrillo College

Direct Link: <https://www.AcademicKeys.com/r?job=260320>

Downloaded On: Jul. 29, 2025 7:59am

Posted Jul. 28, 2025, set to expire Sep. 15, 2025

- Provides leadership to the Cabrillo College Foundation for college fundraising.
- Maintains current knowledge of applicable laws, trends, policies, procedures, and practices.
- Participates in hiring, training, and evaluation of diverse faculty and staff to achieve goals.
- Promotes and supports learning, teaching, and student success, including the maintenance and improvement of quality instructional and support services.
- Builds trust among all constituencies through a commitment to participatory governance, collaboration, collegiality, and cooperation.
- Participates in local, regional, and state activities to promote Cabrillo Community College.
- Prepares a variety of reports and correspondence appropriate to assignment using a computer with various software.
- Drives for position-related duties.
- Performs other related duties as assigned.

Minimum Qualifications

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Understanding of, and sensitivity to, the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation, of community college students, faculty, and staff; **AND**
- Master's degree from an accredited college or university; **AND**
- Five (5) years of progressive, senior-level administrative experience with significant and progressively complex decision-making responsibility with a
 - Minimum of three (3) years of executive level administrative experience in education, including responsibility for a broad operational segment of the organization with significant fiscal and programmatic oversight including but not limited to academic affairs, student services, administrative services, human resources/labor relations, college campus, or the equivalent,
 - Experience reporting directly to a governing body or chief executive officer.
- Track-record of community service and involvement; **OR**
- An equivalent combination of training and experience.

Superintendent/President
Cabrillo College

Direct Link: <https://www.AcademicKeys.com/r?job=260320>

Downloaded On: Jul. 29, 2025 7:59am

Posted Jul. 28, 2025, set to expire Sep. 15, 2025

Desirable Qualifications:

- Doctorate degree from an accredited college or university.
- Proven record of successful management of resources, including integrated planning and budget development, during both increasing and decreasing budget cycles.
- Administrative experience at the community college level in one or more areas including academic affairs, student affairs, financial management, human resources/labor relations, faculty, staff and community relations, facilities development, and strategic planning.
- Faculty experience in instruction or student services, or other leadership experience providing support for the role of faculty that demonstrates a strong understanding of the need for innovative teaching/learning and student development processes.
- Demonstrated experience utilizing principles of organization and leadership practices that promote professional excellence among all employees.
- Demonstrated experience to effectively navigate the complexities of the California community college fiscal, policy, legal, and accreditation environment or equivalent.
- Successful external resource development experience, including bonds, pursuit of grant funding, and community support through partnerships and/or a foundation.
- Demonstrated leadership experience providing support for the comprehensive student experience.
- Successful experience in appropriately utilizing and applying applicable data and research finding in decision-making processes.
- Demonstrated experience in community development and collaboration with community partners and external stakeholders.

Knowledge of:

- Laws, codes, and state and federal regulations governing community college administration.
- Long-range planning, development, and evaluation methods, techniques, and practices.
- Leadership in fiscal management, strategic planning, human resources development, collective bargaining, curriculum and instruction, enrollment management, student services, and facilities management.
- Basic principles and practices of organizational improvement, equity, and culture change.
- Effective teaching and learning processes at the college level; including Guided Pathways.
- Budget preparation and procedures.

Superintendent/President
Cabrillo College

Direct Link: <https://www.AcademicKeys.com/r?job=260320>

Downloaded On: Jul. 29, 2025 7:59am

Posted Jul. 28, 2025, set to expire Sep. 15, 2025

- Principles and practices of management and supervision including planning, organizing, assigning, and reviewing work; performance appraisal and discipline; employee selection and development, and Equal Employment Opportunities.

Ability to:

- Administer, manage, coordinate, and evaluate all facets of a community college.
- Interpret, apply, and enforce laws, regulations, and codes related to community college administration.
- Provide leadership and guidance in establishment and attainment of goals and objectives and for the development of policies.
- Strategically plan and manage people through change. Demonstrate strong analytical and budgeting skills.
- Direct, supervise, train, and evaluate the work of senior administrators and staff.
- Serve as a champion of participatory governance, demonstrating respect, honesty, integrity, trust, confidence, compassion, and inspire these qualities in others.
- Establish and maintain effective relationships with Board of Trustees, faculty, staff, and community.
- Provide student services and/or advocacy for socio-economically and historically underrepresented populations that leads to improved student access and success.
- Make presentations and present proposals and recommendations clearly, logically, and persuasively to diverse audiences.
- Fundraise and engage with community.
- Balance institutional goals with the efficient use of resources. Serve as a fair, ethical, and accessible leader.
- Partner with local school districts and government, business, and civic organizations in support of educational initiatives.
- Demonstrate diplomacy and take unpopular positions when necessary. Utilize a computer and various software.
- Consistently perform under the pressure of deadlines and other administrative demands.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Physical Demands:

Superintendent/President
Cabrillo College

Direct Link: <https://www.AcademicKeys.com/r?job=260320>

Downloaded On: Jul. 29, 2025 7:59am

Posted Jul. 28, 2025, set to expire Sep. 15, 2025

While performing the duties of this class, employees regularly required to sit; talk, hear, and listen in person and by telephone; use hands to finger, handle, feel, or operate computers and other standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands:

While performing the duties of this class, employees regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve highly complex problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work under changing, intensive deadlines on multiple concurrent tasks; and interact with all levels of District managers and staff and others encountered in the course of work.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this class.

Employees work in a typical office environment where the noise level is quiet. The employee is required to travel to locations other than assigned work site and may be required to work in the evenings and/or on weekends.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS

A valid California driver's license or ability to access and use alternative transportation.

Additional Information

APPLICATION PROCESS

The following items must be submitted:

- District Online Application
- A cover letter, six pages or less, succinctly stating to what extent the candidate meets the minimum and desirable qualifications sought for this position. The cover letter should also address:
 - Ability to undertake the essential duties and responsibilities listed in the position description.
 - Specific examples from candidate's background and experience to demonstrate knowledge and expertise necessary for this position.

Superintendent/President
Cabrillo College

Direct Link: <https://www.AcademicKeys.com/r?job=260320>

Downloaded On: Jul. 29, 2025 7:59am

Posted Jul. 28, 2025, set to expire Sep. 15, 2025

- Commitment to diversity, equity, inclusion, and accessibility and examples of how the candidate has addressed institutional structural barriers at their current or former institution(s) to advance DEIA and student achievement.
- A current resume' not to exceed six (6) pages.
- Professional References including names, email addresses, business, and home/cell telephone numbers of a minimum of 10-12 references including:
 - Two (2) supervisors
 - Two (2) Administrative Peers or Equivalent
 - Two (2) subordinates (including classified/support staff members)
 - Two (2) community members or those from external partnerships
 - Two (2) faculty members

Preferably, references are to be from current and former institutions. References will not be contacted without the candidate's permission.

- Candidates must upload copies of all transcripts (need not be official at the time of application), which prove sufficient for verifying minimum qualifications for this position. Official transcripts must be from the awarding institution and must show that the degree has been awarded (or conferred) and the year. Degree(s) must be earned (or conferred) from accredited institution(s) or an equivalent foreign institution by the first consideration date for this position. All degrees must be verifiable on a legible transcript by the indicated first consideration date for this position. Foreign transcripts must be transcribed in English and evaluated for U.S. equivalency by a bona fide U.S. evaluation service.

The position is open until filled.

Acceptance of application materials will begin on **July 22, 2025**. To be considered for the first screening, application documents must be submitted no later than **September 15, 2025, by 11:59PM Pacific Time**.

CANDIDATE INQUIRIES

The executive search firm, PPL, Inc. has been retained to assist with the search. For confidential inquiries and nominations, please contact:

Pam Walker, Ed.D.
Vice President, PPL, Inc.

Superintendent/President
Cabrillo College

Direct Link: <https://www.AcademicKeys.com/r?job=260320>

Downloaded On: Jul. 29, 2025 7:59am

Posted Jul. 28, 2025, set to expire Sep. 15, 2025

(916) 768-8565

pwalker@pplpros.com

or

Jim Riggs, Ed.D.

Vice President, PPL, Inc.

(209) 559-6550

jriggs@pplpros.com

The Human Resources Coordinator is available to assist with non-technical support, Monday through Friday from 8:00 am to 5:00 pm.

Linda Mejia

Human Resources Coordinator

(831) 479-6512

limejia@cabrillo.edu

NEOED Tech Support

For any login issues or submitting your application, please contact NEOED customer services at (855) 524-5672. Monday through Friday, 6:00AM to 6:00PM (PDT) excluding holidays.

Cabrillo College seeks applications from all qualified individuals. It is the continuing goal of Cabrillo College to hire and retain faculty, staff and administrators that reflect the rich diversity and cultural heritage of the College District and its student body. Cabrillo College is an Equal Opportunity Employer.

To apply, please visit

<https://www.schooljobs.com/careers/cabrilloedu/jobs/5014753/superintendent-president>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Superintendent/President
Cabrillo College

Direct Link: <https://www.AcademicKeys.com/r?job=260320>

Downloaded On: Jul. 29, 2025 7:59am

Posted Jul. 28, 2025, set to expire Sep. 15, 2025

President's Office
Cabrillo College

,