

**LEVELS OF ADMINISTRATIVE RESPONSIBILITY
AND JOB DESCRIPTIONS**

BP 2070.01

Each administrative position is categorized within a framework of accountability and magnitude of responsibility. The higher the administrative level, the greater is the responsibility delegated by the Superintendent/President.

Although each administrative position has specified duties and responsibilities stated immediately subsequent to this section, each administrator has an obligation to perform the following general requirements:

1. Encourage a cooperative relationship with all staff members.
2. To engage in continual efforts to improve the efficiency of the assigned unit through experimentation and study.
3. To communicate the unit's administrative staff relationships throughout the college as well as to clarify the role and responsibilities of each member.
4. To increase management skills through study, discussion, meetings, research, and professional contacts.
5. To encourage a high level of faculty and staff morale.

Legal Reference: None

Adopted: February 1, 1988