

Category
Approval

Series 300: General School Administration

Effective	Administration	Board
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Revised	For Review	
8/14/23	2027	

THE ADMINISTRATIVE TEAM
MTC 302
The President of Mitchell Technical College
A. Description

The President of Mitchell Technical College (MTC) is the chief executive officer. As such, the President is responsible for leadership and management in the following areas: strategic and operational planning, fiscal planning and control, human resource development, physical resources, instructional programs, institutional marketing and advancement, economic development and workforce development.

B. Qualifications

1. Shall have earned an advanced degree from a regionally-accredited degree-granting institution.
2. Shall have experience in managing the financial and budgeting operations of a complex organization.
3. Shall have proven leadership experience, preferably at a postsecondary institution.
4. Shall have advanced skills in written and verbal communications.
5. Shall be fluent in current and emerging topics in higher education.

C. Performance Responsibilities

1. Oversees the delivery of technical education and services in accordance with the mission of Mitchell Technical College.
2. Administers policies and directives of the South Dakota Board of Technical Education and the Mitchell School District 17-2 Board.
3. Provides fiscal, buildings and grounds, instructional, personnel, and student management for MTC.
4. Provides external communications for MTC.
5. Performs such other tasks and assumes other responsibilities as may be assigned by the Superintendent.

Administrative Team members

The positions that represent the leadership of the major areas of Mitchell Technical College, such as academics, enrollment, technology, student services, finance, operations, communications, and accreditation, report directly to the President or designee, and, as a collective, support and advise the President in his or her work. The make-up of the administrative team may change, based on the goals and needs of the President. An organizational chart will be developed as well as individual job descriptions that include qualifications and performance responsibilities.

6/27/11 – Added description of Vice-President for Industry Relations and Development

8/10/15 – Updated job titles and performance responsibilities to align with current titles and responsibilities.

6/10/19 – Updated reference to include SD Board of Technical Education. Removed individual job titles/qualifications/responsibilities and added general narrative paragraph.

8/14/23 – Made minor revisions to update and clarify the qualifications and performance responsibilities of the President.