



# Mitchell Technical Institute POLICY

| Category                                  | Approval  |                |            |
|---|-----------|----------------|------------|
| Series 300: General School Administration | Effective | Administration | Board      |
|   | 2/22/10   | 12/4/09        | 2/22/10    |
|   | Revised   |                | For Review |
|   | 6/10/19   |                | 2023       |

## THE ADMINISTRATIVE TEAM

MTI 302

### The President of Mitchell Technical Institute

#### A. Description

The President of Mitchell Technical Institute (MTI) is the chief executive officer of MTI. As such, s(he) 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. The President administers, on an ongoing basis, the delivery of technical education and services in accordance with the philosophy and mission of Mitchell Technical Institute.

#### B. Qualifications

1. Shall, ideally, have earned an advanced degree from a regionally-accredited degree-granting institution.
2. Shall, ideally, have at least three years of successful teaching in a technical program.
3. Shall have leadership experience at a post-secondary or an industry organization.
4. Shall have advanced skills in written and verbal communications.
5. Such alternatives to the above qualifications as the Board of Education deems appropriate and acceptable.

#### C. Performance Responsibilities

1. Administers, on an ongoing basis, the delivery of technical education and services in accordance with the philosophy and mission of Mitchell Technical Institute.
2. Administers policies and directives of the Mitchell School District 17-2 Board of Education and the South Dakota Board of Technical Education.
3. Provides fiscal, buildings and grounds, instructional, personnel, and student management for MTI.
4. Provides external communications for MTI.

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 Institute, 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.