



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

MTC 302

The President of Mitchell Technical College

A. Description

The President of Mitchell Technical College (MTC) is the chief executive officer of MTC. 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 College.

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 College.
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 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.