



DIRECTOR OF STUDENT SUCCESS & EQUITY

Reports to: Chief IDEA Officer

Dept: Student Equity

Range: CM-10

FLSA: Exempt

EEO: Executive/Administrative/Managerial

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.

BASIC FUNCTION:

Under general direction, the Director of Student Success & Equity is responsible for planning, developing, organizing, implementing, maintaining, monitoring, and evaluating the District's Student Equity Plan and related programs and initiatives; identify institutional needs and support the implementation of programming that advances inclusion, diversity, equity, and accessibility; develop and monitor multiple budgets and related funding sources in support of equity programs and initiatives;; and perform related duties as assigned.

ESSENTIAL DUTIES & RESPONSIBILITIES:

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.

Supervisory Responsibilities

1. Recruits, interviews, recommend hires, and trains staff.
2. Oversees scheduling, assignments, and the daily workflow of the department.
3. Provides constructive and timely performance evaluations.

Duties/Responsibilities

4. Exhibit an equity-minded focus, responsiveness, and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, gender identity, sexual orientation, and ethnic backgrounds of community college students, and employees, including those with physical or learning disabilities, and successfully foster and support an inclusive educational and employment environment.
5. Develop, implement and monitor operational plans and program budgets to achieve department objectives; perform audits, ensure compliance for all budget reporting; make purchases and other expenditures in accordance with district procedures; approve purchase requests for budget expenditures; develop, implement, and evaluate plans, processes and procedures to achieve established goals and objectives in accordance with department standards.

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6. Oversee the day-to-day operations of the Student Equity Department, including the Social Justice & Equity Center, Academic Success & Equity (ASE) programs, Student Equity Advisory, and other student programs and educational programming related to advancing inclusion, diversity, equity and accessibility.
 7. Ensure compliance with state-mandated equity initiatives, requirements and regulations, and oversee program audits. Monitor status of program grants & funds; prepare budgets and disbursement program guidelines; account for proper expenditures; prepare a variety of complex statistical and narrative reports; ensure the maintenance of accurate records and files; develop, evaluate and implement internal controls to avoid district liability; direct the preparation of documentation for external and internal audits; consult with auditors as needed; conduct regular department program reviews.
 8. Under direction from the CIDEAO, align the department with institutional initiatives to create a cohesive framework of student-centered and equitable programs, services, policies, and procedures.
 9. Provide day-to-day leadership to ensure a fair and open work environment in accordance with the district's mission, vision, goals, and values; work with staff to ensure a high-performance, service-oriented work environment that supports achieving district and division mission, objectives and service standards; enforce the maintenance of safe working conditions and ensure safe work practices are followed by staff.
 10. Develop, implement, and manage Memorandums of Understanding (MOUs) related to equity programs, including statewide collaborations and partnerships with outside organizations.
 11. Develop, implement, facilitate, and guide training programs and professional learning outcomes for district personnel and students on topics related to inclusion, diversity, equity, accessibility, and provide expert level support to the development and oversight of all equity based trainings; provide expert insight and guidance in the development of culturally responsive and culturally sensitive campus-wide communications.
 12. Assess and evaluate the effectiveness of the department's initiatives and programs; make data informed decisions through maintenance of program tracking databases; collect and provide data; compile and analyze statistical records for reports; work with other program supervisors to ensure effective service to students; make recommendations for improvement; develop, implement, and evaluate the Student Equity Plan.
 13. Oversee student centers; plan and execute cultural heritage monthly programming; provide expertise and guidance for all professional learning and training related to inclusion, diversity, and equity; programming for Campus Success Weeks, plan and coordinate book reads, professional speakers, events and workshops promoting inclusion, diversity, equity and accessibility.

OTHER DUTIES:

1. Support the implementation of campus wide equity initiatives such as the framework for equity grants, success teams, culture of care, etc.
2. Chair & attend meetings, workshops, and conferences; represent the district and promote inclusion, diversity, equity and accessibility in a variety of settings.
3. Serve as the campus liaison for LGBTQIA+ students and as a member of the Bias Education Support Team.
4. Grant proposal development, grant writing, grant management and compliance.
5. Maintain and update a variety of department and program-related websites and social media accounts.
6. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

1. Policy and procedure development.
2. Motivational strategies, goal setting and interpersonal conflict intervention/resolution methods and techniques.
3. Laws, policies, procedures and initiatives related to student equity.
4. Expert level understanding of equity minded pedagogy and practices.
5. Needs and interests of culturally diverse groups of student leaders and organizations.
6. Principles, methods and practices applicable to the design and implementation of student equity and success programs.
7. Pertinent federal, state and local codes, laws and regulations including California Education Code and applicable sections of Title 5 of the CA Code of Regulations.
8. Modern office practices, procedures, and equipment.
9. Standard business software and district computer applications used in the work.
10. Research methods, statistical analysis techniques, data reporting and benchmarks.
11. Applicable federal, state and local laws, including applicable sections of the state education code, and rules and regulations [including OSHA rules and regulations if applicable].
12. Principles and practices of sound business communications, including correct English usage, grammar, spelling and punctuation.
13. Effective public speaking techniques.

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14. District practices and procedures for budgeting, purchasing, and maintaining public records.
 15. Principles and practices of effective management, training, and supervision.
 16. District human resources policies and labor contract provisions.

ABILITY TO:

1. Plan, supervise, assign, review and evaluate the work of support staff engaged in operations of the Student Equity Department.
2. Coordinate, develop and implement programs, services and activities to recruit, train, retain and assist student leaders.
3. Plan, organize and implement programs and activities in one or more Student Equity areas.
4. Work collaboratively with other directors and managers and provide expert advice and counsel to develop solutions to complex issues.
5. Represent the district effectively in public settings and one-on-one with students, faculty, community groups, other colleges, and the public on a variety of complex issues.
6. Coordinate, supervise and use automated systems to maintain records, collect data and generate reports.
7. Define issues, analyze problems, evaluate alternatives, and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
8. Organize, set priorities, and exercise sound, independent judgment within areas of responsibility.
9. Communicate effectively, both orally and in writing.
10. Understand, interpret, explain, and apply applicable laws, codes, and regulations.
11. Present proposals and recommendations clearly, logically, and persuasively.
12. Operate a computer and standard business software.
13. Use tact and diplomacy in dealing with sensitive and complex issues, situations and concerned people.
14. Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.
15. Establish and maintain effective working relationships with all those encountered in the course of work.

EDUCATION AND EXPERIENCE:

Graduation from an accredited four-year college or university with a bachelor's degree in a relevant field, and at least five years of progressively responsible experience related to student

diversity, equity, and inclusion program development and implementation; or an equivalent combination of training and experience. Master's degree preferred.

LICENSES AND OTHER REQUIREMENTS:

A valid California driver's license and the ability to maintain insurability under the district's vehicle insurance program.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Program Manager, Student Services Coordinator, Student Services Specialist, Administrative Support Assistants, student volunteers and workers, and others as assigned.

CONTACTS:

District administrators, faculty, staff, students, community groups and the general public.

PHYSICAL EFFORT:

The physical efforts 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 individuals with disabilities to perform the essential functions.

Primarily sedentary with intermittent standing, walking, bending and stooping; occasional light lifting and carrying of objects weighing up to 25 pounds; ability to travel to various locations on and off campus as needed to conduct district business.

EMOTIONAL EFFORT:

Ability to develop and maintain effective working relationships involving interactions and communications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to work effectively under pressure on a variety of tasks concurrently while meeting established deadlines and changing priorities.

WORKING CONDITIONS:

Primarily business office environment; subject to frequent public contact and interruption; intermittent exposure to individuals acting in a disagreeable fashion; may work at any district location or authorized facility with occasional evenings and/or weekends on an as-needed basis. Occasional local travel may be requested.