



JOB TITLE: DIRECTOR OF STUDENT EQUITY AND ACHIEVEMENT

Classification: Administrator
Salary Range: 11

Retirement Type: PERS*
Revised/Board Approved: December 17, 2018

BASIC FUNCTION:

Under the direction of the assigned Dean, the Director of Student Equity and Achievement will lead, plan, organize, and manage student equity and achievement efforts to close the achievement gaps for underrepresented student groups and advance the College's mission. The Director will take the leadership role in being responsible for the college's adherence to the guidelines, policies, and procedures outlined in the College's Student Equity and Achievement Plan. The Director will provide leadership to all personnel in order to satisfy the goals and objectives of the Student Equity and Achievement Plan.

REPRESENTATIVE DUTIES:

Provide leadership to the operation of all Student Equity and Achievement Plan components. Accept overall responsibility for meeting compliance requirements, reports, budgets, and monitoring of timelines and quality of outcomes.

Communicate goals and objectives of the Student Equity and Achievement Plan to the college community. Ensure that planning efforts and objectives are integrated with the College's Strategic Master Plan. Manage priorities and resolve conflicts in a collegial manner.

Assume responsibility for the timely completion and evaluation of all activities and program objectives as detailed in the Student Equity and Achievement Plan, including scheduling and approval of professional development, monitoring of implementation, evaluation of pilot interventions, and other activities.

Research and identify relevant programs and consultants to bring on campus; facilitate meetings with key stakeholders. Travel and approve travel for others to attend relevant conferences/workshops and maintain professional currency in the field.

Lead the ongoing analysis and evaluation of campus-wide student equity and achievement needs. Oversee the development and delivery of student equity and achievement information, training materials, workshops, seminars, programs, etc. Assess the effectiveness of student equity and achievement efforts against the goals and objectives of the Student Equity and Achievement Plan.

Gather monthly progress reports and issue quarterly reports summarizing progress. Coordinate the overall evaluation of programs with an external evaluator and college staff.

Develop and administer budgets in accordance with the terms of the fund award; maintain funds in separate/restricted accounts. Ensure consultants and contracts are within institutional, state, and federal requirements. Approve expenditures and budget adjustments as authorized.

Supervise all classified professional staff assigned to department. Determine staffing needs based on operational goals and objectives. Maintain monthly time and effort records on all personnel who work on the program. Approve plans for staff training and professional development activities as needed.

Resolve problems referred by other college personnel and provide policy and/or regulatory interpretations as needed. Respond to requests from senior administrators and other college officials seeking assistance and expertise on student equity and achievement issues.

In collaboration with key college constituencies plan strategies and budget for effective programs that satisfy the goals and objectives of the Student Equity and Achievement Plan.

Prepare required reports for the Chancellor's Office, including any interim reports, the Annual Performance Report, and the Final Report.

Perform other related duties as assigned or requested.

JOB QUALIFICATIONS:

Education and Experience:

Master's degree and at least 2 years administrative experience, preferably in grant-funded project/program management at the federal and/or state level. Combined experience/education may substitute for minimum education.

Experience managing large and complex projects/programs and/or federal contracts (including budgets and reporting) in higher education setting. Title III or Title 5 experience preferred.

Must have demonstrated experience showing sensitivity to, and understanding of, diverse academic, socioeconomic, cultural, and ethnic backgrounds of college students, and of individuals with disabilities.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

Principles and practices of supervision and training.

Applicable laws, codes and regulations, policies, and procedures. Interpersonal skills using tact, patience, and courtesy.

Knowledge of relevant software.

Organizational, operational, and structural functions of postsecondary institutions.

Abilities/Skills:

Supervise and evaluate the performance of assigned staff.

Communicate effectively both orally and in writing.

Interpret, apply, and explain rules, regulations, policies, and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and appropriate office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and timelines.

Work independently with little direction.

Plan and organize work.

Lift up to 25 pounds.

Licenses or Other Requirements:

Valid California driver's license

WORKING CONDITIONS:

Will be required to drive to offsite locations periodically.

Movement from one work area to another.

Hand, wrist, and finger dexterity to operate various office machines.

Multicultural, diverse work environment.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.