

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR, MEN OF COLOR SUCCESS AND EXCELLENCE (MOCSE)

RANGE: 38

DISTRICT VALUES

Incumbents in District positions are expected to 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.

SUMMARY DESCRIPTION

Under administrative direction, plans, manages, and supervises Men of Color Success and Excellence (MOCSE) program activities; identifies actionable steps to increase retention, persistence, and successful completion for Men of Color (Black, Latino, Asian, and Native/Indigenous) students through holistic and comprehensive support services; serves as liaison advocate, and educator concerning the unique needs, experiences, and challenges faced by Men of Color college students; and collaborates with campus faculty, staff, administrators, and students to advance the district's Student Equity and Achievement program goals of ensuring equitable educational opportunities for all students, regardless of race, gender, sexual orientation, age, disability, or socio-economic status.

SUPERVISION

Receives administrative direction from a Dean in Student Affairs. Exercises direct supervision over professional, technical, and administrative support staff.

DISTINGUISHING CHARACTERISTICS

This is an Academic (Educational) Administrator classification responsible for planning, organizing, and managing the staff, operations, and activities of the Men of Color Success and Excellence program. The Director is responsible for administrative oversight of the program, including fiscal management, resource development, advising, program development and coordination of related support, and for offering strategic direction in improving academic success, retention, and completion rates for Men of Color students at SWC. The Director of MOCSE provides leadership to the campus to deliver services and activities that are sensitive to cultural differences and promote access and student success.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Plans, manages, and oversees the programs, services, operational activities, and staffing for the Men of Color Success and Excellence program. **E**
2. Develops program goals tied to the strategic objectives of the District; directs the management and daily operations of the program, including oversight of faculty, staff, and student employees assigned to provide program support. **E**
3. Provides guidance and leadership in all areas of the College related to improving experiences for Men of Color students at SWC, identifying the unique needs of each subgroup in the population, and recommending actions leading to increased retention and graduation outcomes. **E**

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4. Creates and maintains collaborative and productive partnerships across Academic Affairs, Student Affairs, administrative/systems services, and shared governance bodies to integrate institutional effectiveness and planning efforts to provide holistic student support. ***E***
5. Monitors and intervenes in the academic progress of students in the program using CRM and Early Alert platforms. ***E***
6. Ensures culturally responsive and inclusive operations that center on minority male populations and marginalized communities; provides flexible service delivery modalities that support access and equitable student outcomes. ***E***
7. Assists the Dean of Counseling and Student Success, the Dean of Student Engagement and Completion, and other administrators and faculty with ongoing needs assessment and gap analysis related to effectiveness of academic and career counseling and advising strategy and services programming; recommends and implements modifications or adjustments of programming to achieve continuous improvement. ***E***
8. Oversees for the development of effective marketing and communication strategies, including development of social media pages, program website, and other mediums for both outreach and in reach activities; collaborates with the Director of Outreach/Dual Enrollment to establish recruitment strategies and pathways with feeder high schools and community partners. ***E***
9. Develops and maintains an effective mentorship program and co-curricular experiences that advance retention and completion of academic programs. ***E***
10. Collaborates with Basic Needs Coordinator, learning communities, and student support programs to leverage existing resources to support students in the program. ***E***
11. Provides training for faculty in effective teaching and learning strategies to support Men of Color students, including contextualized learning, directed learning activities, and teaching and learning strategies into the instructional setting; offers ongoing training to staff and campus leadership on current trends and practices that advance Men of Color success and excellence. ***E***
12. Organizes informational meetings on professional development activities for participating faculty and staff through Professional development. ***E***
13. Collaborates with the Office of Institutional Effectiveness to develop key performance indicators for establishing baseline data to monitor program effectiveness and student participation and success rates; conducts regular program evaluation for quality improvement, including the distribution of satisfaction surveys to students in the program.
14. Monitors activity expenditures and prepares monthly progress reports for assigned budgets. ***E***
15. Interviews and selects employees; coordinates and arranges appropriate training for subordinates. ***E***
16. Supervises employees and establishes performance requirements and personal development targets; monitors performance and provides coaching for performance improvement and development; addresses performance deficiencies in accordance with established policy; recommends compensation and other rewards to recognize performance. ***E***
17. Serves on College committees as assigned; attends meetings and makes oral presentations. ***E***
18. Assumes leadership for other related projects and performs other duties as assigned. ***E***

KNOWLEDGE AND ABILITIES

Knowledge of:

- Administrative principles and practices, including goal setting, program development, and continuous improvement methods.
- Principles and practices of employee supervision, work planning, assignments, review, and evaluation, and the training of staff in work methods and procedures.
- Contemporary issues of inclusion, social justice, diversity, access, and equity as related to higher education.
- Educational, social, and economic needs of diverse student populations, including students of color.
- Research principles and practices related measuring and evaluating student retention and success rates of diverse populations.
- Program development, design, and implementation specific to student retention and completion.
- The mission and changing role of the community college in meeting the workforce needs of the community.
- The California Education Code, and related state, federal, and local laws, regulations, and requirements as they apply to the community college.
- Student Equity and Achievement Program and Vision for Success of California.
- Knowledge of effective teaching and learning strategies.
- Budget preparation and management.
- College governance structure and processes and district organization, operations, policies, and objectives.
- Public relations and marketing principles and practices.
- Techniques for providing a high level of customer service by effectively interacting with students, staff, faculty, representatives of outside organizations and members of the public, including individuals of diverse academic, socioeconomic, ethnic, religious, and cultural backgrounds, physical ability, gender identity, and sexual orientation.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Provide professional, ethical, inclusive leadership for the assigned area while demonstrating a commitment to contributing to an inclusive working and learning environment.
- Develop and implement goals, objectives, practices, and work standards for Men of Color student program based.
- Communicate and execute a vision for student-centered (flexible, multimodal) delivery of instruction and counseling services through oral and written mediums.
- Effectively counsel and assist staff, faculty, administrators, and the public.
- Participate in the preparation and administration of assigned budgets.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and regulations.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.

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- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Learn and adapt to changing technology and equipment used in the performance of assigned duties.

EDUCATION AND EXPERIENCE

A Master's degree in education, counseling, student services, curriculum and instruction, administration, or related field; **AND** one (1) year of formal training, internship, or leadership experience administering programs and services promoting academic success, retention, and completion rates for students of color; or the equivalent.

LICENSE AND OTHER REQUIREMENTS

None

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental or District policies and procedures.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to operate a motor vehicle and visit various District sites; to stoop, bend, kneel, crouch, reach overhead, above shoulders or horizontally, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and dexterity of hands and fingers and fine coordination including use of a computer keyboard and audio visual equipment; and hearing and speaking to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction and to read printed materials and view a computer screen.

Hearing: Hear in the normal audio range with or without correction.

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Koff & Associates