

## **SOUTHWESTERN COMMUNITY COLLEGE DISTRICT**

**CLASS TITLE: DIRECTOR, STUDENT EQUITY PROGRAMS & SERVICES**

### **DEFINITION**

Under general direction, plans, manages, and oversees the daily functions, operations, projects, and activities of Student Equity Program & Services; aligns and integrates a wide range of new and existing initiatives of the District into a cohesive platform of student services that advance the District's student equity efforts and helps the District extend the values of diversity and equity broadly through teaching, service, policy, and practice; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Assistant Superintendent/Vice President, Student Affairs. Provides general direction and supervision to technical and administrative support staff.

### **CLASS CHARACTERISTICS**

This is a director classification that oversees, directs, and participates in all activities of Student Equity Programs and Services, including research, outreach, partnership development, strategic planning, special projects, and grants management. This class provides assistance to the Vice President, Student Affairs in a variety of administrative, coordinative, analytical, and liaison capacities.

### **EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

1. Plans, organizes, directs, and provides administrative leadership for programs, activities, initiatives, and operations designed to advance the District's student equity efforts; provides leadership in the development and implementation of all components of the Student Equity Plan (SEP); ensures consistency with other District plans.
2. Manages and provides leadership in the development and implementation of goals, objectives, and priorities for assigned initiatives, programs, activities, and operations; recommends and administers policies, procedures, and programs; participates in long-range planning activities.
3. Evaluates and reports on the effectiveness of programs, services, strategies, and approaches, proposing adjustments as appropriate; collaborates with the Office of Institutional Effectiveness & Assessment on student equity research and analysis; provides data on the District's progress toward achieving student equity goals.
4. Develops and implements interventions and strategies for mitigating educational disadvantages on disproportionate populations as defined by and in accordance with the Student Equity Plan.
5. Collaborates with faculty and staff to carry out the initiatives, activities, and projects of student equity as well as supplemental instruction programs and other forms of student equity instructional and student support services; develops and implements student equity processes and procedures to ensure program meets compliance requirements.
6. Coordinates student equity activities between the District and other educational institutions (K-12, colleges, and universities) and/or industry professionals; supports student equity activities with community and social agencies to recruit identified populations.
7. Oversees and participates in the development, administration, and coordination of the assigned budget; participates in the forecast of funds; monitors and approves expenditures; implements adjustments; provides leadership in identifying and seeking additional funding opportunities and

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- other resources to help meet the needs of diverse students; complies with categorical regulations as they apply to budgetary restrictions and program requirements and provides supporting documentation as required for District and state auditing purposes.
8. Participates in the selection, training, supervision, and evaluation of assigned staff; provides or coordinates training for staff.
  9. Cultivates work and learning environments that encourage and support student equity; identifies and responds to sensitive organizational issues, concerns, and needs; coordinates activities for building cultural competency for multicultural student engagement.
  10. Collaborates with other District staff to develop and implement opportunities for students that support the District's goals related to student equity.
  11. Coaches and trains faculty, staff, and students to deepen and broaden their understanding of student equity through programs, workshops, and services.
  12. Maintains a variety of student equity outcomes data, records, and required documentation; prepares a variety of applications, claims, and reports including annual performance report and compliance reports for federal, state, and local regulatory agencies and the District.
  13. Organizes, attends, and/or chairs a variety of administrative, committee, and staff meetings; chairs the Student Equity Planning Committee and participates on related District committees and councils.
  14. Develops external community partnerships; engages in community activities that promote the District's student equity goals and programs.
  15. Attends and participates in professional group meetings; stays apprised of new trends and innovations in the field; maintains currency of knowledge related to legal requirements and regulations as they pertain to student equity and other student equity-related categorical programs and services.
  16. Maintains and directs the maintenance of working and official files.
  17. Monitors changes in laws, regulations, and technology that may affect District or departmental operations; implements policy and procedural changes as required.
  18. Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Vice President, Student Affairs.
  19. Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
  20. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
  21. Performs related duties as assigned.

**QUALIFICATIONS**

**Knowledge of:**

- Administrative principles and practices, including goal setting, budget development, program development, implementation, and evaluation.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Theories, principles, and practices associated with higher education curricula and instruction, student support services, student learning, and student success.
- Development, implementation, and assessment of student learning and/or service area outcomes.
- Principles and practices of employee supervision, including work planning, assignment, 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.

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- Applicable federal, state, local, and District laws, regulations, ordinances, policies, and procedures relevant to assigned programs, projects, and operations.
- Principles and practices of grant management.
- Methods and techniques to effectively facilitate change and create greater inclusion at the individual, interpersonal, team, departmental, and institutional level.
- Methods and techniques for the development of presentations, business correspondence, research and reporting, and information distribution.
- Principles and practices of record keeping.
- Modern office practices, procedures, technology, and computer equipment and applications, including word processing, database, and spreadsheet applications.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- 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, and sexual orientation.

**Ability to:**

- Provide administrative and professional leadership and direction for assigned program areas.
- Provide leadership and work collaboratively and productively with all stakeholders, including faculty, students, administrators, support staff, unions, and the community.
- Develop and implement goals, objectives, policies, procedures, work standards for the department and assigned program areas.
- Develop and monitor budgets and effectively utilize resources.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, local, and District laws, regulations, ordinances, policies, and procedures.
- Select, train, motivate, and evaluate the work of staff; train staff in work methods and procedures.
- Delegate authority and responsibility.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Demonstrate leadership in the creation and delivery of college-wide student equity programs and services.
- Recognize and effectively responds to exclusionary comments, actions, practices, and policies.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Gather and analyze data, evaluate alternatives, and make sound recommendations.
- Maintain accurate databases, records, and files.
- Effectively manage priorities in complex and diverse operational units.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Understand scope of authority in making independent decisions.
- Use tact, initiative, prudence, ethics, and independent judgment within general policy, procedural, and legal guidelines.
- Resolve sensitive issues through the use of mediation and conflict resolution skills.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

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**EDUCATION AND EXPERIENCE:**

A Master's degree and one year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment **OR** possession of a valid California Community College Supervisor Credential **OR** the equivalent.

**LICENSES AND CERTIFICATIONS:**

Possession of, or ability to obtain, a valid California Driver's License by time of appointment is desirable.

**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.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. The incumbent must occasionally climb, bend, stoop, or kneel in the performance of work duties. Incumbent must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

**ENVIRONMENTAL ELEMENTS**

Employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Occasional work in an outdoor setting is required. Employee occasionally interacts with upset staff, students, and/or members of the public in the performance of work duties.

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*Forsberg Consulting Services*

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