

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: DIRECTOR OF EQUITY, DIVERSITY & INCLUSION
(ACADEMIC DIRECTOR; CATEGORICAL FUNDING)**

SUMMARY DESCRIPTION

Under the administrative leadership and direction of the cognizant administrator, plan, organize, coordinate, and direct the activities and operations of the Student Equity (SE) and College diversity and inclusion initiatives including the development, enhancement, implementation, documentation training, and evaluation of existing and proposed programs; align and integrate a wide range of new and existing initiatives of Southwestern College into a cohesive platform of services that will foster a more inclusive environment and help the District extend the values of diversity and equity broadly through teaching, service, policy, and practice; and supervise and evaluate assigned academic and classified staff.

Positions in this class are contingent on categorical funding.

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. Plan, organize, direct, and provide administrative leadership for programs, activities, initiatives, and operations designed to foster a climate of respect, equity, inclusion, and diversity including the District's Office of Equity, Inclusion, and Diversity as well as all components of the Student Equity Plan (SEP) and Institutional Diversity Plan; provide leadership in the development of SEP and Institutional Diversity Plan and ensure consistency with other District plans. ***E***
2. Manage and provide leadership in the development and implementation of goals, objectives, and priorities for assigned initiatives, programs, activities, and operations; recommend and administer policies, procedures, and programs; participate in long-range planning activities. ***E***
3. Evaluate and report on the effectiveness of programs, services, strategies, and approaches; collaborate with the Office of Institutional Effectiveness for SE research and analysis; provide data on the District progress toward cultural competence and inclusivity; propose adjustments as appropriate. ***E***
4. Develop and implement interventions and strategies for mitigating educational disadvantages on disproportionate populations as defined by and in accordance with the Student Equity Plan. ***E***
5. Collaborate with faculty and staff to carry out the initiatives, activities, and projects of SE as well as supplemental instruction programs and other forms of SE instructional and student support services; develop and implement SE processes and procedures to ensure program meets compliance requirements. ***E***
6. Coordinate SE activities between the College and other educational institutions (K-12, colleges, and universities) and/or industry professionals; support SE activities with community and social agencies to recruit identified populations. ***E***
7. Oversee and participate in the development, administration, and coordination of the assigned budget; participate in the forecast of funds; monitor and approve expenditures; implement adjustments; provide leadership in identifying and seeking additional funding opportunities and other resources to help meet the needs of diverse students. ***E***
8. Comply with categorical regulations as they apply to budgetary restrictions and program requirements and provide supporting documentation as required for District and State auditing purposes. ***E***
9. Participate in the selection, training, supervision, and evaluation of assigned staff; provide or coordinate training for staff. ***E***

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10. Cultivate work and learning environments that encourage and support diversity; identify areas where the organization is lacking in multiculturalism and inclusion; coordinate activities for building cultural competency for multicultural engagement. *E*
11. Work with the Professional Development Coordinator and the Student Activities Director to develop and implement opportunities for employees and students that support the goals of the District as related to diversity, equity, and inclusion. *E*
12. Coach and train faculty, staff, and students to deepen and broaden their multicultural competencies; design and implement culturally relevant programs, workshops, and services. *E*
13. Maintain a variety SE outcomes data, records, and required documentation; prepare a variety of applications, claims, and reports including annual performance report and compliance reports for Federal, State, and local regulatory agencies and the College. *E*
14. Organize, attend, and/or chair a variety of administrative and staff meetings as well as committees; chair the Student Equity, Inclusion, and Diversity Committee and participate on related District committees and councils. *E*
15. Develop external community partnerships; engage in community activities that promote programs and College goals. *E*
16. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field; monitor legislation as it relates to assigned programs; maintain currency of knowledge related to legal requirements and regulations as they pertain to student equity and other student equity-related categorical programs and services. *E*
17. Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

Methods and techniques of leadership and management.

Principles and practices of program development, administration and review including methods and techniques of designing and implementing equity, inclusion, and diversity programs and projects.

Contemporary issues of inclusion, social justice, diversity, access, and equity.

Methods and techniques to effectively facilitate change and create greater inclusion at the individual level, interpersonal level, team and department level, and institutional level.

Effective delivery of student support programs and services.

Federal/state regulations pertaining to veterans educational benefits, student equity, basic skills, and student support programs and services.

Principles and practices of budget preparation and administration including categorical budget development and administration.

Principles and practices used in the management of grant programs.

Organizational, operational, and structural functions of postsecondary institutions.

Issues related to teaching and learning and/or student services within a community college setting.

Pertinent Federal, State, and local rules, regulations, and guidelines.

Principles of supervision, training, and performance evaluation.

Methods and techniques of research, analysis, and decision making related to needs assessments and determining disproportionate impact.

Principles, practices, and procedures of complex fiscal, statistical, and administrative research and report preparation.

English language usage, spelling, grammar, and punctuation.

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Oral and written communication skills.
Interpersonal skills using tact, patience, and courtesy.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to:

Direct the activities of and provide effective leadership for the District's Office of Diversity, Equity, and Inclusion; manage the day-to-day programmatic operations of the Office.
Oversee and participate in the development, administration, and implementation of program goals, objectives, policies, and procedures.
Understand the organization and operation of the Student Equity project/program area as necessary to assume assigned responsibilities.
Utilize performance indicators for measurement of individual and project success as well as overall impact on the institution.
Demonstrate leadership in the creation and delivery of college-wide diversity, inclusion, and intercultural competency training programs. Oversee the fiscal management of the Office of Diversity, Equity, and Inclusion including budgeting and reporting.
Identify and respond to sensitive organizational issues, concerns, and needs; recognize and effectively respond to exclusionary comments, actions, practices, and policies.
Establish effective partnerships with community members, organizations, and government entities.
Perform a full range of complex and responsible program and technical support as well as difficult administrative duties involving the use of independent judgment and personal initiative.
Research, compile, assemble, analyze, and interpret data from diverse sources.
Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
Exercise critical and independent judgment.
Select, supervise, train, and evaluate assigned staff and faculty.
Plan, organize, direct, and coordinate the work of assigned staff.
Prepare and present a variety of clear and concise administrative and financial reports.
Understand, interpret, apply, and explain applicable federal, state, and District policies, laws, rules, regulations, and procedures.
Conduct meetings and serve on a variety of committees.
Work successfully with District faculty, administrators, and staff.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Plan and organize multiple activities and tasks to meet schedules and time lines.
Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

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

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Preferred experience: three or more years of management and leadership experience in developing and implementing student equity, diversity, and inclusion programs that demonstrate creativity in addition to knowledge and commitment to addressing contemporary issues of inclusion, social justice, diversity, access, and equity including current pedagogical approaches that inform and address these issues.

LICENSE OR CERTIFICATE

Valid California driver's license and a safe driving record. Must qualify for insurability by the District's insurance carrier.

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: Work is performed primarily in a standard office setting with frequent interruptions and distraction; extended periods of time viewing computer monitor; work outside of normal business hours may be required in order to meet deadlines and to attend meetings in the evening or on weekends; travel may be required.

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 occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

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