

DIRECTOR, STUDENT EQUITY

CMS: Salary Range 33

BASIC FUNCTION:

Under the general direction of the Dean of Student Life, the Student Equity Director will advance the District's student equity goals and ensure an equitable educational opportunity for student access and success for all students, regardless of gender, race/ethnicity, disability status, age, economic status, veteran status or foster youth. Coordinate with the campus community in developing, implementing, and evaluating the Student Equity Program. The Director will work with the campus and greater Antelope Valley community with the programs and services which assist students, specifically students who are disproportionately impacted, so that students have increased access and success.

This position will direct and supervise employees who work directly within Student Equity; Program Specialist-Student Equity, Clerical III.

REPRESENTATIVE DUTIES: (E) = denotes essential duties of the position

- Direct, coordinate, and provide leadership for all components for the Student Equity Plan. (E)
- Assist in the development of the student equity plan and coordinate with the Student Success Plan, Basic Skills Plan and departments within Student Services and Academic Affairs to improve student access and success. (E)
- Provide leadership in coordinating student equity strategies with faculty, staff, and students. (E)
- Work collaboratively with faculty, staff, students, and community stakeholders to ensure broad input, engagement and support. (E)
- Coordinate with the Office of Institutional Research to develop appropriate evaluative methodology, research, statistical reports, and other outcome measurements to identify disproportionate impact to assess Student Equity effectiveness and to identify future goals and strategies to enhance student equity that are integrated with other institutional planning. (E)
- Assist in the development of, and administers the annual Student Equity budget. (E)
- Assist in the development of updates and reports on the effectiveness of the student equity activities to the campus, greater community and reporting agencies. (E)
- Review, revise, interpret, and implement Board Policies and Procedures to ensure compliance with governmental regulations and Chancellor's Office guidelines. (E)
- Develop and provide professional development opportunities and training related to Student Equity for faculty, staff, and administrators. (E)
- Work with community leaders to achieve the District mission of servicing diverse communities through collaboration, innovation, and partnerships. (E)
- Identify funding opportunities and other resources, and prepare proposals to meet District student equity goals. (E)
- Select, supervise, and evaluate staff who works directly within Student Equity. (E)
- Work closely with minority groups to develop activities and celebrations that engage the campus community in multicultural events. (E)
- Prepare oral, written and electronic reports and presentations. (E)
- Serve on standing and ad hoc committees related to the assignment within and outside of the District. (E)

- Administer special projects that support student access, retention, and completion goals of the District. (E)
- Work with community partners to meet the student equity activities and represent the District. (E)
- Maintain current of knowledge of legal requirements and regulations as they pertain to student equity. (E)
- Develop a network of agencies and committees dedicated to support students who have been disproportionately impacted in their educational experience. (E)
- Perform other duties as assigned.

KNOWLEDGE OF:

- California Community College Student Success Act, Student Equity, and Student Success and Support Program guidelines and regulations.
- Principles of communicating and collaborating effectively with diverse students, faculty, staff, and administration.
- Program review, student learning outcomes and program evaluation process, California Education Code, Title 5, Chancellor's Office administrative procedures, Federal laws and regulations and other legal parameters that affect the policies and practices of the student success and equity of the District.
- Standard management practices and principals for supervising faculty, classified staff, and student employees.
- Evaluation and statistical methodology for preparation of statistical research and reports.
- Current research and best practices in student success and equity.
- Grant proposal writing and special funding resources.
- Budget preparation process.
- Planning, organizing and directing activities.
- Familiarity and competency with data collection methodologies, data reporting programs, and student success and equity outcomes.

ABILITY TO:

- Envision, develop, and maintain short and long term strategic student equity initiatives.
- Successfully represent the District by communicating both verbally and in writing to small and large groups of students, faculty, and the public.
- Prepare analytical reports, proposals, and other written plans for the District, Board of Trustees, Chancellor's Office, and other outside agencies.
- Lead, manage, and train staff in order to accomplish the established goals of the department.
- Plan, organize, coordinate, and evaluate complex programs and projects.
- Establish and maintain cooperative work relationships with a wide diversity of students, faculty, staff, and community members in an atmosphere of collegial decision-making and demonstrated consensus-building skills.

- Understand, communicate, and enforce regulations effectively.
- Demonstrate sensitivity to, and respect for, a diverse population.
- Develop professional relationships with local business, industry, government, and educational institutions
- Meet schedules and timelines
- Work independently with little directions
- Display a commitment to the community college philosophy.
- Effectively communicate with co-workers, other departmental staff, external communities, federal and state agencies, other community colleges, students, faculty and staff, and the general public.

EDUCATION & EXPERIENCE (minimum qualifications):

- Any combination equivalent to: a bachelor's degree in any discipline. Preferred bachelor's degree in education, business administration, public administration or related field, AND
- Three (3) years of experience in student services or academic affairs and experience working with diverse populations. Demonstrated ability to provide administrative leadership in a college culture that values consultation and collaboration.

DESIRABLE QUALIFICATIONS:

- Community College teaching and/or student support services experience.
- Familiarity and competency with data collection methodologies, data reporting programs, and student success and equity outcomes.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Directs and supervise employees within who work directly within Student Equity; Program Specialist-Student Equity, Clerical III.

CONTACTS:

Develop a network of agencies and committees dedicated to support students who have been disproportionately impacted in their educational experience.

WORKING CONDITIONS:

Normal office environment