

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

LEARNING CONNECTION EQUITY DIRECTOR

CLASSIFIED MANAGEMENT CLASS SPECIFICATION

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under administrative direction, assume management responsibility for the planning, development, direction, supervision, and evaluation of the Learning Connection Program, including WRAC Center, the ESL Lab, the Social Science Lab, the Communications Lab, and other tutoring programs with the assistance of divisional faculty and staff. This position is categorically funded. Continuation of this position depends on available funding year-to-year.

MANAGEMENT RESPONSIBILITY

The Learning Connection Equity Director is a management position designated by the Board of Trustees of the Chabot-Las Positas Community College District. The position, under the supervision of the assigned Dean, is responsible for the satisfactory completion and coordination of the listed duties and responsibilities either directly or through administrative review. The incumbent is charged by the Board of Trustees with the satisfactory implementation of Board policy and District procedure as applicable to the position. This position involves direct collaboration with administrators, faculty, staff, outside agencies, and the public in planning and directing goals related to the Learning Connection program objectives. In addition, the incumbent is expected to participate in the formulation of District policies by making appropriate recommendations for improvements or additions in policy or procedure through their reporting authority and/or by serving on District-wide committees.

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. Provide leadership, plan, organize, manage, and direct Learning Connection program area operations and activities; provide overall direction and guidance of day-to-day operations of the Learning Connection program areas; develop, direct, supervise, evaluate, and provide leadership and support to the program and operations with the assistance of divisional faculty and staff; perform a full range of general administrative responsibilities.
2. Manage the development and implementation of long- and short-range goals, objectives, and priorities for Learning Connection Programs; coordinate and participate in the development of new programs and services; recommend and administer policies; create, design, develop, and implement materials, processes, and procedures related to area of assignment; work with College and District personnel in the design, marketing, and promotion of Learning Connection program area offerings.
3. Support the implementation of innovative academic support programming to address academic equity gaps in gateway courses.
4. Evaluate, expand and coordinate embedded tutoring program, including the training of embedded tutors and faculty.

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5. Facilitate interdepartmental tutoring dialogues through meetings and regular communication among departments, division deans, faculty, staff, and learning centers
6. Oversee the use of tutor tracking software in all learning centers for the purposes of data collection and communication among tutors, instructors of those being tutored, instructional assistants, and lab coordinators
7. Collect, analyze, and disseminate campus-wide tutoring data, including the number of tutees, tutee demographics, hours each tutee is tutored, success rates for tutees in specific courses, funding sources and utilization
8. Conduct ongoing program review; evaluate the effectiveness of programs and services; coordinate with Office of Institutional Research to develop and implement appropriate assessments and for data collection/interpretation; provide leadership in gathering and interpreting data for staffing and planning including for student success, access, and equity programs.
9. Manage assigned budget; plan and develop Learning Connection budget and monitor expenditures and operations; and coordinate with budget managers and other campus wide entities to maximize available resources.
10. Oversee the provision of support services for existing students including tutoring, equipment, software, professional skill development, and other appropriate resources.
11. Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
12. Support implementation of academic development programs across campus.
13. Be an active community member by participating in relevant community organizations.
14. Perform related duties as required.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. Methods and techniques of leadership and management.
2. Principles and practices of program development and administration.
3. Principles and practices of budget preparation and administration.
Principles of supervision, training, and performance evaluation.
4. Operations, services, and activities of a comprehensive academic support program in higher education.
5. District and College organization, operations, policies, terminology, rules, programs, and objectives.
6. Program review, Student Learning Outcomes, Student Area Outcomes, and program evaluation processes.
7. Principles and practices of fiscal, statistical, and administrative research and report preparation.
8. Principles of communicating and collaborating effectively with diverse students, faculty, staff, and administration.
9. Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
10. Pertinent federal, state, and local laws, codes, and regulations including local, state, and federal laws, regulations, restrictions, and requirements related to area of assignment.

Ability to:

1. Develop, coordinate, manage, direct, and provide effective leadership for Learning Connection programs and services.
2. Plan, organize, coordinate, and evaluate complex programs and projects.
3. Oversee and participate in the development and implementation of policies, procedures, goals, and objectives for assigned areas.
4. Envision, develop, and maintain short- and long-term strategic initiatives related to area of assignment.
5. Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
6. Provide leadership valuing learning and possess a strong awareness of the community college mission.
7. Provide effective coordination, supervision, encouragement and support to students, faculty, and staff.
8. Demonstrate strong interpersonal skills with ability to motivate and empower faculty, staff, and students to succeed.
9. Analyze complex issues and facilitate collaborative problem solving.
10. Be an active and contributing member of the administrative team, approaching individual and shared tasks with equal enthusiasm.
11. Be an active and engaged member of the community, with a demonstrated commitment to empowering and encouraging students in off-campus locations to succeed.
12. Be an active and contributing member of the college mission and values including teaching, learning, diversity, and innovation.
13. Plan, organize, direct, and coordinate the work of assigned staff.
14. Select, supervise, train, and evaluate staff.
15. Prepare and administer an operational budget.
16. Understand the organization and operation of the District, College, and of outside agencies as necessary to assume assigned responsibilities.
17. Coordinate assigned functions with other District and College departments as appropriate.
18. Interpret, apply, and explain District and College policies and legal regulations and requirements.
19. Direct the maintenance of a variety of reports, records, and files related to assigned activities.
20. Conduct meetings and serve on committees.
21. Research, compile, analyze, and interpret information and data.
22. Prepare and present complex and comprehensive narrative and statistical written and verbal reports including a variety of mandated and requested College, state, and federal reports.
23. Communicate clearly and concisely, both orally and in writing.
24. Establish and maintain effective working relationships with those contacted in the course of work.
25. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

MINIMUM EDUCATION & EXPERIENCE

Any combination of the following would provide a typical way to obtain the required knowledge and abilities.

Education/Training:

Bachelor's degree from an accredited college or university with major course work in a relevant field.

Experience:

One year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment. Three years of leadership experience relevant to oversight of an academic support program, learning assistance program, and/or Equity programs and services is desirable. Experience working directly with underrepresented or disproportionately impacted student population is also desirable.

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. Some evening, weekend, and travel maybe 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.

NOTE: This administrative class specification is not necessarily all-inclusive in terms of duties and responsibilities.

APPOINTMENT

The Learning Connection Equity Director shall be selected by the Governing Board upon the nomination of the College President and the District Chancellor.