

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

DIRECTOR, STUDENT EQUITY AND SUCCESS

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.*

MANAGEMENT RESPONSIBILITY

The Director, Student Equity and Success is a classified management position designated by the Board of Trustees for the Chabot-Las Positas Community College District. The incumbent is responsible for the satisfactory completion and/or 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. In addition, the incumbent is expected to participate in the formulation of District policies by making appropriate recommendations for improvements or additions to policies or procedures through his or her reporting authority and/or by serving on District-wide management councils.

GENERAL DESCRIPTION

Under general direction, the Director, Student Equity and Success, has principal administrative responsibility for the development, implementation, and evaluation of the college-wide Student Equity and/or Student Success and Support Plans (SSSP) and related initiatives, services and activities. The Director develops and coordinates student equity and/or SSSP initiatives related to the academic, support services, and social needs of students from culturally and socially diverse backgrounds; and manages related special projects. The Director, Student Equity and Success reports to the Vice President, Student Services.

CHABOT COLLEGE DESCRIPTION

The Director, Student Equity and Success position entails two separate positions at Chabot College including one position to focus on Student Equity and one position to focus on Student Success and Support Program. The positions are designed to overlap and work closely together to advance student equity and success.

SCOPE

The Director, Student Equity and Success is responsible for developing and implementing short- and long-range plans and strategies to meet the District/College goals and objectives for the development and implementation of a comprehensive Student Success and Support Program Plan and/or Student Equity Plan which will be used for the promotion of student success, outreach, retention, and graduation. Duties are carried out with considerable independence within a framework of policies, administrative guidelines and state laws/codes.

Incumbents must utilize excellent communication skills to effectively facilitate and interact with a wide range of schools, management, administrators, faculty, staff and students while maintaining day-to-day management of the Student Success and Support Program Plan and/or Student Equity Plan. Incumbents must also possess strong organizational and leadership skills.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES

The following duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform additional duties not listed, but within classification.

1. Responsible for the development of the college-wide Student Equity and/or Student Success and Support Plans in coordination with the other college categorical programs (Basic Skills, EOPS, DSPS, etc.) and other student support programs and services.
2. Provides leadership in coordinating student equity/success strategies for the College through collaboration with faculty, staff, and administrators.
3. Works closely with the Office of Institutional Research to assist in the development of appropriate evaluative methodology, research, statistical reports, and other outcome measurements to identify disproportionate impact to assess Student Equity/Success and Support Program effectiveness, and to identify future goals and strategies to enhance student equity and success.
4. Assists in the development of, and administers annual budget for assigned area.
5. Reviews, revises, interprets, and implements Board Policies and Procedures related to student equity/success to ensure compliance with governmental regulations and Chancellor's Office guidelines.
6. Develops training opportunities related to Student Equity and/or Student Success and Support Program to faculty, staff, and administrators.
7. Works with community leaders to achieve the College's mission of serving diverse communities through collaboration, innovation, and partnerships.
8. Identifies funding opportunities and other resources, and prepares proposals to meet College's student equity/success goals.
9. Selects, supervises, and evaluates staff.
10. Serves on standing and ad hoc committees related to the assignment within and outside of the College and District.
11. Administers special projects that support the student access, retention, and completion goals of the College and District.
12. Foster and promote student development and success in collaboration with faculty, staff, students, and administration in support of the Student Success and Support Program Plan and the Student Equity Plan; including any required reporting mandates.
13. Work collaboratively with faculty, staff, and administration to assist the campus in achieving enrollment and student success targets as delineated in the Student Success and Support Program Plan and/or the Student Equity Plan.
14. Provide leadership to reporting staff in developing, monitoring, evaluating and assessing annual program reviews and action plan goals and priorities, to include Student Learning Outcomes (SLOs) and Service Area Outcomes (SAO's).
15. Collaborate closely with the personnel in all programming designed to assist students in being fully matriculated to the college.
16. Develop and implement professional development initiatives and training related to Student Success and Support Program and/or Student Equity.
17. Collaborate with local service area K-12 administrators and staff to implement and/or sustain projects that generate applicants and support students in transition from schools and the community to the college, including registration events.
18. Develop, monitor, and implement a calendar that systematically coordinates associated Student Success and Support Program and/or Student Equity outreach activities between the college and local K-12 schools and community agencies.
19. Performs other duties as assigned.

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. California Community College Student Success Act, Student Equity and Student Success and Support Program (SSSP) guidelines and regulations.
2. Principles of communicating and collaborating effectively with diverse students, faculty, staff, and administration.
3. Program Review, Student Learning Outcomes (SLO) and program evaluation process.
4. 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.
5. Standard management practices and principles for classified staff and student employees.
6. Evaluation and statistical methodology for preparation of statistical research and reports.
7. Current research and best practices in student success and equity.
8. Grant proposal writing and special funding resources.
9. Multi-college organizational structure.
10. Budget preparation processes.
11. Current computer operating systems, software applications, and office productivity software.
12. General operating procedures of student services operations.

Ability to:

1. Envision, develop, and maintain short- and long-term strategic student equity/success initiatives.
2. Successfully represent the College and District by communicating both verbally and in writing to large groups of students, faculty and the public.
3. Prepare analytical reports, proposals and other written plans for the College, District, Board of Trustees, Chancellor's Office and other outside agencies.
4. Lead, manage and train staff in order to accomplish the established goals of the department.
5. Plan, organize, coordinate, and evaluate complex programs and projects.
6. Establish and maintain cooperative work relationships with diverse students, faculty, staff and community members in an atmosphere of collegial decision-making and demonstrated consensus-building skills.
7. Understand, communicate, and enforce regulations effectively.
8. Demonstrate sensitivity to, and respect for, a diverse population.

MINIMUM EDUCATION & EXPERIENCE

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

1. Bachelor's Degree in any field from an accredited institution of higher education.
2. One year of experience in educational leadership, student services delivery and accessibility as well as planning, administrative, and coordination skills within a Student Services Program, or related experience that provides the knowledge and skills to perform the job effectively may be qualifying.

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3. Demonstrate sensitivity to and an understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of community college students, including those with physical and/or learning disabilities.

DESIRABLE QUALIFICATIONS

1. A Master's Degree from an accredited college or university, preferably in educational administration, counseling, organizational behavior, or a related field
2. Two years or more of increasingly responsible experience working in a student services program involving the matriculation process, including at least one year of lead or supervisory experience.
3. Community College student support services experience, preferably closely related to Student Success and Support Plans (SSSP) or Student Equity.
4. Demonstrated ability to provide administrative leadership in a college culture that values consultation and collaboration.
5. Familiarity and competency with data collection methodologies, data reporting programs and student success and equity outcomes.

Physical Activities and Working Environment:

Performance of the duties of this job may include the following physical activities: standing, walking, stooping, reaching and manipulating (lifting, carrying, moving) light to medium weights of 10-30 pounds, sitting for prolonged periods of time; visual acuity for reading numerical figures; good hand-eye coordination; arm, hand and finger dexterity, including ability to grasp; and visual acuity to use a keyboard, operate equipment, and read application information. Performance of the duties of this job frequently involves sitting, reaching with hands and arms, talking, and hearing. This position also involves regular travel to various locations.

INDIVIDUALS WITH DISABILITIES WHO ARE UNABLE TO CARRY OUT THE PHYSICAL ACTIVITIES OF THE POSITION WILL RECEIVE REASONABLE ACCOMMODATIONS TO ENABLE THEM TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION.

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

APPOINTMENT

The Director, Student Equity and Success shall be selected by the Governing Board upon the nomination of the District Chancellor.