

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

**SCIENCE, TECHNOLOGY, ENGINEERING AND MATHEMATICS (STEM)
CENTER EQUITY DIRECTOR
RANGE 13**

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 STEM (Science, Technology, Engineering and Mathematics) Center Equity program area; and provide leadership and assume responsibility for overall program development and operations of STEM Equity programs with the assistance of divisional faculty and staff.

This position is categorically funded. Continuation of this position is contingent upon available funding on a year to year basis.

MANAGEMENT RESPONSIBILITY

The STEM Center 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 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 general public in planning and directing goals related to the STEM Center Equity 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 his or her 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 the STEM Center Equity operations and activities; provide overall direction and guidance of day-to-day operations of the STEM Center; develop, direct, supervise, evaluate, and provide leadership to the overall program and operations of STEM Equity programs 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 the STEM Center Equity 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 STEM Center offerings.

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3. Collaborate with Counseling Special Programs (including MESA, BAADL, SBBC, CARNAL, NIH, Daraja, Puente), Transfer Center, and division faculty to attract and support underrepresented and disproportionately impacted groups in mathematics and science.
4. 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.
5. Develop and implement accountability procedures in all STEM Center Equity processes.
6. Manage assigned budget; plan and develop STEM Center Equity budget and monitor expenditures and operations; collaborate with the Director of Grants to identify new funding sources; coordinate with Budget Committee and other campus wide entities to maximize available resources.
7. Provide leadership to ensure achievement of Student Equity Plan objectives as related to the STEM Equity funding as appropriate.
8. Develop and implement various programs for disproportionately impacted students in mathematics and science including study group programs and learning assistant programs; develop guest speaker series representing disproportionately impacted student populations in STEM.
9. Oversee the provision of support services for existing students including tutoring, equipment, software, pre-professional skills development, and other appropriate resources.
10. Foster community outreach and provide liaison with area schools, two- and four-year colleges, business and industry, and public sector to promote and develop the STEM Center.
11. Outreach to local schools, industry, and transfer institutions to establish and enhance two way communication about STEM programs, services, and issues.
12. Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
13. Support implementation of Math Jams in collaboration with Math Jam coordinator, Counseling and Special Programs.
14. Be an active community member by participating in relevant community organizations.
15. 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.
4. Principles of supervision, training, and performance evaluation.
5. Operations, services, and activities of a comprehensive STEM Center Equity program in higher education.
6. District and College organization, operations, policies, terminology, rules, programs, and objectives.
7. Program review, Student Learning Outcomes, and program evaluation processes.
8. Principles and practices of fiscal, statistical, and administrative research and report preparation.

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9. Principles of communicating and collaborating effectively with diverse students, faculty, staff, and administration.
10. Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
11. 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 STEM Center Equity 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

Education/Training:

A 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 a STEM Center, 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.

APPOINTMENT

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

Adopted by Board of Trustees on December 6, 2016
Effective: December 7, 2016
Job Family: Administrative