

TITLE: Director, Student Equity and Persistence

CLASSIFICATION: Management Team – Classified Administrator

SALARY RANGE: 25

SCOPE OF POSITION:

Under the direction of the Senior Dean of Students, plans, organizes, and directs the District-wide Student Equity Program; develops and implements student engagement, persistence and retention programs to improve student success; and facilitates initiatives related to the academic, support services, and social needs of students, with an emphasis on students from culturally and socially diverse backgrounds; provides support and guidance for District-wide student life and engagement programs; manages related special projects; trains, supervises and evaluates the performance of assigned staff.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Leads the development and implementation of District-wide Student Equity programs and services and ensure the District fulfills its responsibility in statewide mandates and efficiently utilizes categorical student success funding.
2. Collaborates with the Student Success and Support Program to create seamless connections across services that result in increased resources and support for students.
3. Assists in the development of the District-wide Integrated Student Success Plan in coordination with the Student Success and Support Program, Student Equity, Basic Skills Initiative, and other academic and student support programs and services.
4. Provides District-wide administrative leadership in developing, facilitating, and evaluating retention and persistence programs with emphasis on the continued enrollment of students from semester to semester, year to year; administer special projects that support the student access, retention, and completion goals of the District in collaboration with key student services and academic departments.
5. Supports Student Life and Engagement in the development and implementation of policies and procedures aimed at improving student engagement and success, including student communications, student development, grievances, and leadership programs.
6. Provides supervisory leadership and programming guidance for the Intercultural Center, Student Resource Center, student lounge, and other student-oriented facilities.
7. Oversees the development of annual budgets for the assigned areas; analyzes and reviews budgetary and financial data; authorizes expenditures in accordance with established limitations; identifies funding opportunities and other resources, and prepares proposals to meet District student equity goals; prepares and submits state required budgetary reports.
8. Coordinates and supports Learning Communities including co-curricular activities, reporting, evaluation, and faculty support.
9. Develops and coordinates intercultural programs, activities and events.

KEY DUTIES AND RESPONSIBILITIES – Continued

10. Trains, supervises and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations and disciplinary actions.
11. Develops, coordinates, and provides trainings for faculty, staff, and students related to student development, leadership, success, and equity.
12. Collaborates 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 Success and Equity Program effectiveness, and to identify future goals and strategies to enhance student equity that are integrated with other institutional planning.
13. Reviews, revises, interprets, and implements District policies and procedures related to student life and equity to ensure compliance with governmental regulations and Chancellor's Office guidelines.
14. Provides technical expertise, information and support to the Senior Dean regarding assigned functions, District-wide initiatives, special programs, and development of student support programs; assists in the formulation and development of policies, procedures and programs.
15. Directs the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities.
16. Oversees communications with faculty, staff, students and external organizations to coordinate activities and programs, resolve issues, and exchange information for assigned areas.

KNOWLEDGE OF:

1. Program review, student learning outcomes and program evaluation process.
2. California Education Code, FERPA, Title 5, Chancellor's Office administrative procedures, Federal laws and regulations and other legal parameters affecting the policies and practices of the student success and equity of the District.
3. Principles and best practices of student development, advising, and group facilitation.
4. Standard management practices and principles for supervising faculty, classified staff and student employees.
5. Evaluation and statistical methodology for preparation of statistical research and reports.
6. Current research and best practices in student success and equity.
7. Grant proposal writing and special funding resources.
8. Budget preparation and control.
9. Oral and written communication skills.
10. Principles and practices of administration, supervision, evaluation and training.
11. Interpersonal skills using tact, patience and courtesy.
12. Social justice, diversity, and equity.

ABILITY TO:

1. Envision, develop, and maintain short and long term strategic student success initiatives.
2. Develop, support, and evaluate student development and success programs, including retention/persistence strategies.
3. Effectively train, supervise and evaluate the performance of assigned staff.
4. Communicate effectively both orally and in writing.
5. Interpret, apply and explain rules, regulations, policies and procedures.
6. Establish and maintain cooperative and effective working relationships with others.
7. Analyze situations accurately and adopt an effective course of action.
8. Meet schedules and time lines.
9. Work independently with little direction.
10. Plan and organize work.
11. Direct the maintenance of a variety of reports, records and files related to assigned activities.
12. Demonstrate sensitivity to, and respect for, a diverse population.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Master's Degree in higher education administration, student development, counseling or related discipline.

Experience:

Significant leadership experience in a higher education, especially with managing student service, equity, and retention programs.