

TITLE: Director, Student Equity and Achievement (SEA) Program

CLASSIFICATION: Management Team – Classified Administrator

SALARY RANGE: 22

SCOPE OF POSITION:

Under general direction of Vice President, Student Services/Assistant Superintendent, and in consultation with the Vice President, Academic Affairs, lead and direct the development and implementation of the Student Equity and Achievement (SEA) program, including budget development and management, data collection for state and local reporting, and program evaluation related to the SEA program to ensure resource allocation and outcomes align with state and local vision and mission; coordinate and collaborate on District student equity plans; coordinate with and support faculty and staff in implementing professional development opportunities related to the SEA program. Provide District-wide support and consultation on other programs and initiatives that align with institutional effectiveness and closing the achievement gaps on student learning.

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. Lead and direct the SEA program planning and implementation in accordance with District and State policies, procedures, and regulations; initiate goals and objectives consistent with the mission of the District and center the program on needs of disproportionately impacted student populations; foster a student-centered, equity-minded, and transformational framework in supporting students across the district.
2. Lead the development of District-wide SEA program budgets; approve program expenditures in accordance of District and State guidelines; monitor program budgets in coordination with departments allocated with SEA funding; resolve budgetary matters with District offices and SEA funded programs and services.
3. Prepare, review, and submit fiscal reports, including state annual reporting and term-end reporting for SEA program.
4. Coordinate and collaborate with the Office of Institutional Effectiveness, Research and Planning (IERP) on District Student Equity planning and implementation; serve as the District co-lead in preparing, reviewing, and submitting student equity plans to the State.
5. Provide District-wide support and consultation for the development and implementation of programming that advances diversity, equity, inclusion, anti-racism, and access for the college community; including collaboration and consultation with District constituent groups and committees; support other District-wide student equity and success programs in both instructional and non-instructional areas, including Guided Pathways.
6. Identifies and recommends grants that could benefit programs primarily impacting District-wide Student Services; provide support to student services managers who identify grants for consideration, including grant proposal writing, budget narratives, and identifying program goals and objectives.
7. Develop and recommend changes to District policies, procedures, and practices related to student equity and success.
8. Direct and coordinate program data collection, including MIS reporting, in partnership with SEA funded programs and services, Information Technology, and IERP to ensure compliance with State requirements and to optimize program funding; reviews statistics and prepares reports to provide analysis for and recommendations to the District for data accuracy.

KEY DUTIES AND RESPONSIBILITIES – Continued

9. Coordinate with IERP and other departments and programs across the district in the evaluation of SEA Program outcomes, including the development of evaluation methodologies and process, to enhance program effectiveness; support faculty, staff, and administrators in the development and assessment of equity outcomes of programs and services.
10. Direct and coordinate internal and external communication related to SEA Program; communicate with faculty, staff, students, and external organizations to coordinate activities and programs, resolve issues and exchange information.
11. Serve as a resource to departments related to SEA Program; interprets state and local policies and guidelines.
12. Provides general advocacy as a stakeholder to District Hispanic-Serving Institution (HSI) initiatives.
13. Develop, coordinate, and facilitate professional development opportunities related to student equity, retention, and success, including research and innovations.
14. Serve on district committees and workgroups; represent the District in local, regional, and statewide committees and organizations for matters related to SEA Program, including advisory committees and/or workgroups.
15. Attends trainings related to student equity, retention, and success for program improvement and to ensure compliance with governmental regulations and Chancellor's Office guidelines.
16. Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
17. Provide technical expertise, information and assistance to the Vice President, Student Services, regarding assigned functions; assist in the formulation and development of equity and student success initiatives.
18. Direct the preparation and maintenance of narrative and statistical reports, records and files related to personnel and assigned activities.

KNOWLEDGE OF:

1. California Community College Student Equity and Achievement Program guidelines and regulations; principles, research, and best practices in student success and equity.
2. Cultural competency in serving the diverse academic, socioeconomic, gender identity, sexual orientation, racial, and cultural backgrounds of community college student populations.
3. Educational trends, accreditation standards and State-wide initiatives.
4. Interpreting and enforcing labor union agreements.
5. Program review and evaluation processes; evaluation methodologies related to educational programs.
6. Principles of collaborating effectively with diverse students, faculty, staff, and administrators.
7. Budget development and management, resource allocation, and fiscal reporting.
8. Hiring and evaluation procedures and local, State and Federal employment codes, laws and regulations.

ABILITY TO:

1. Plan, organize, direct, and implement complex programs and services in a participatory governance environment.
2. Demonstrated ability to work under pressure with tight timelines, and make sound decisions in a timely manner.

ABILITY TO – Continued

3. Effectively train, supervise and evaluate assigned staff.
4. Demonstrate sensitivity to, and respect for, a diverse population.
5. Demonstrate ability in identifying problems and to take initiative in carrying through the required actions to completion.
6. Communicate complex facts and ideas both in writing and orally.
7. Interpret, apply and explain rules, regulations, policies and procedures.
8. Establish and maintain cooperative and effective working relationships with others.
9. Analyze situations accurately and adopt an effective course of action.
10. Work effectively with faculty, staff, department chairs, program coordinators, and Chancellor's Office.
11. Direct the maintenance of a variety of reports, records and files related to assigned activities.

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.

Experience:

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