

BUTTE-GLENN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR, STUDENT EQUITY AND ACHIEVEMENT (SEA)

L222.200

BASIC FUNCTION: Under the direction of the assigned Dean and with a dotted line to the Vice President for Student Services, the Director, Student Equity and Achievement (SEA) will develop, implement, and evaluate the District and college Student Equity and Achievement initiatives. The Director will lead, plan, organize, and manage SEA efforts to close the achievement gap for underrepresented student groups and advance the District and college's mission.

The Director, SEA will provide leadership in the development and implementation of an equity framework, including short-and-long-term goals, objectives, and strategies to ensure adherence to the guidelines, policies, and procedures of the District and college SEA plan. The Director will oversee and coordinate programs, projects, and services to ensure compliance with equity initiatives, requirements, and regulations in accordance with the State Chancellor's Office and District policies and procedures. The Director will also coordinate all Student Services planning and assessment efforts.

REPRESENTATIVE DUTIES: *(The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk *)*

1. Provide leadership, management, and accountability for the Student Equity and Achievement (SEA) Program.*
2. Oversee and monitor SEA Program compliance, reporting, research, and budget. *
3. Develop, maintain, report, and communicate goals, objectives, and outcomes of the District-wide Equity and SEA Program Plan(s). *
4. Prepare and submit required SEA Program reports to the State Chancellor's Office following guidelines and timelines to ensure compliance with program requirements. Keep informed of present and pending laws, rules regulations and interpretations on the SEA Program *
5. Collaborate with District and college administrators to develop and coordinate strategies, Student Learning Outcomes, annual evaluation of programs, activities, and initiatives that are funded and supported by the SEA budget. *
6. Coordinate all Student Services planning and assessment efforts including the assessment of Student Learning Outcomes.*
7. Responsible for the development and administration of the annual budget and Unit Plan for the SEA Program; review and approve budget expenditures and/or budget transfers. *
8. Chair the Division of Student Services Diversity Advisory Committee and the SEA Advisory Committee; conduct meetings on a regular basis with District and college representatives; disseminate committee goals, objectives, and outcomes through regular District-wide communications. *
9. Evaluate the effectiveness of SEA program outcomes against the goals and objectives of the District and college's SEA Program Plan. *
10. Participate in necessary committees and workgroups to support student placement in transfer level English and Math in the first year.*
11. Partner with the office of the Inclusion, Diversity and Equity and Anti-Racism to plan, design, and implement research projects to address equity issues within the Division of Student Services. *
12. Coordinates special projects as assigned by the Dean, to include but not limited to, in-reach and out-reach activities at District sites and presentations for community agencies. *
13. Collaborate with Institutional Advancement and Marketing to develop various creative and original communication strategies through publications and other marketing collateral to project a positive image of the college to major external and internal targeted communities. *
14. Serve as the District's subject matter expert (SME) resource and primary point of contact regarding key success and performance indicators related to the District's SEA Program. Prepare and present to the College on key success and performance indicators related to the SEA Program. *
15. Manage assigned SEA Program classified professional staff to ensure program objectives are understood and program goals and objectives are being met; perform ongoing evaluation to make recommendations/changes to improve program efficiencies, as needed. Oversee, develop, and mentor SEA Program staff; provide employee performance evaluations, counseling/guidance, create performance improvement plans (PIPs), when necessary, and follow up with disciplinary action up to termination, as appropriate. Responsible for hiring decisions; encourage, identify, and approve professional development opportunities, trainings, conferences/workshops with a focus on student equity and achievement for classified staff participation. *
16. Create and maintain SEA Program proprietary databases, student data, standard and ad hoc reports, documents, analytics, and communications. *
17. Participate in the creation and maintenance of the District's student equity forecasting processes and support models including student success, retention, achievement, enrollment, matriculation, and productivity analysis. *
18. Participate in identifying grants, partnerships, or other funding opportunities. *

19. Serve on a variety of standing, ad hoc, and District committees as requested or required.
20. Attend state and local conferences and workshops related to student equity; serve as the District's SEA Program representative at local, state, and/or District/campus committees or in the absence of the Dean.
21. May teach or be the instructor of record for SEA Program-related classes.
22. May assist in teaching workshops, short-term classes or assist with other instructional activities related to achieving student equity goals.
23. Performs related work as required and within the scope of the position.

MINIMUM QUALIFICATIONS:

- **EDUCATION AND EXPERIENCE:**
 - Bachelor's Degree; **AND**
 - Two (2) years of experience in a planning and coordinating research projects and assessing program outcomes within a student services area
 - **OR**, any combination of education and experience which would provide the required qualifications for the position.
- **CERTIFICATES, LICENSES, REGISTRATION AND OTHER REQUIREMENTS:**
 - Hold and maintain a valid driver's license throughout duration of employment with the District.
 - Some travel may be required.

DESIRED QUALIFICATIONS:

- Two (2) years of experience with students and staff from diverse academic, ethnic, socioeconomic, cultural, disability, gender identity, and sexual orientation backgrounds (i.e. foster youth, veterans, African American, Native American, Latinx, Multi-Ethnic, and low income students).
- Experience managing a student focused program or project in a higher education environment.
- Experience preparing and maintaining general fund and grant-funded budgets. Experience with research and analysis of program data.

KNOWLEDGE, SKILLS AND ABILITIES: (*May be acquired through education, training and/or experience.*)

Knowledge of: District policies and procedures; laws and ordinances pertaining to the specific responsibilities of the position; California Education Code and Government Code related to California community colleges; California State Chancellor's Office Student Equity initiatives and regulations; principles, practices, methods, and concepts utilized in the development and implementation of student support and equity programs/services; District and community resources including governmental, community, and social service organizations; principles and practices of public administration including budgeting, purchasing, and maintaining public records; relevant governmental regulations, Chancellor's Office guidelines and legislative and statewide issues related to the assigned area; supervisory and managerial concepts and principles; collective bargaining units and agreements including addendums and memoranda of understanding (MOU); principles and practices of effective management and supervision; principles and practices of Equal Employment Opportunity (EEO) in hiring, retention, performance, and advancement; modern office management methods, procedures, and technology; administrative services that support the delivery of higher education, student programs and services within a community college; analysis and evaluation of programs services, projects, activities, and the management of the day-to-day operational needs of a department;; policy and procedure development and implementation; the use of social media; and budget preparation; principles and practices of supervision and training; interpersonal skills using tact, patience, and courtesy; relevant computer and software technology.

Ability to: apply District and departmental policies, procedures, and regulations; ensure compliance with all laws, regulations, and policies and procedures through effective office leadership and motivation; understand, interpret, explain, and apply applicable laws, codes, and ordinances; effectively assist with all Student Equity Achievement Program initiatives; plan and coordinate the most effective use of facilities and resources to achieve program goals; comprehend and stay current with laws, regulations, and guidelines from the California State Chancellor's Office related to student equity and achievement; accurately assess and understand the needs of students; analyze problems, evaluate alternatives, and develop sound, independent conclusions and recommendations on complex and sensitive diversity, equity, and inclusion issues; communicate professionally in confrontational situations; exercise tact and diplomacy in dealing with sensitive and complex issues and situations; effectively communicate both orally and in writing; utilize keyboarding skills commensurate with the required functions for this position; analyze correspondence; analyze administrative problems and prepare comprehensive, clear, and concise reports and recommendations; analyze situations accurately and implement an effective course of action; plan and organize work to meet schedules and deadlines; make sound, educated decisions; organize, set priorities, and exercise expert, independent judgement within area of responsibility; develop and maintain an inclusive work environment that fosters diversity, respect, and engagement; prepare clear, concise, and comprehensive correspondence, reports, studies, and other written materials; make presentations and present proposals and recommendations clearly, logically, and

persuasively to diverse audiences; work independently and within a team; utilize computers to perform advanced-level document production including the complex formatting of documents and publication design, as well as creating, establishing and maintaining charts, databases, and statistical spreadsheets; use a variety of software and hardware; establish and maintain cooperative working relationships with those contacted in the course of work; demonstrate sensitivity to, respect for, and an understanding of the diverse staff and students within community colleges; work with diverse populations; make required mathematical calculations rapidly and accurately; maintain records accurately and with confidentiality as required; compile, organize, and use various financial information necessary in the preparation and monitoring of departmental budgets and expenditures.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Provides work direction and supervision to student and short-term employees and/or other departmental staff as needed and/or required.

PHYSICAL EFFORT:

Requires the ability to function effectively in an office environment engaged in work of a moderately sedentary nature with some requirements to move about to local and remote locations. Requires sufficient physical ability to move to indoor and outdoor work locations. Requires the ability to sit and stand for moderate to extended periods of time. Requires sufficient hearing and speaking skills to project voice and communicate with staff in an office and one-on-one conversations. Requires visual acuity to read printed materials and computer screens and observe staff while performing day-to-day job responsibilities. Requires the ability to use hearing and speech to make presentations to groups and carry on conversations over the phone and in person. Requires sufficient arm, hand, finger dexterity to use a personal computer keyboard, multimedia, and other office equipment. Requires the ability to grasp, reach, push, and pull various workspace equipment and supplies. Requires sufficient hand/arm/finger dexterity to retrieve work materials and operate standard office equipment. Requires the ability to live and carry up to 25 pounds. Requires the ability to travel as required by the needs of the college in support of the position. May require the ability to work during off-hours.

CONTACTS:

Faculty, staff, administrators, students, and the general public.

WORKING CONDITIONS:

Work is performed in an office environment with minimal exposure to health and safety considerations. Work is performed in a normal office environment subject to constant interruptions and frequent interaction with others; sitting for long periods at a time; may require off-site duties and activities.

NOTE: THIS CLASS IS EXEMPT UNDER FLSA PROVISIONS

Butte-Glenn Community College District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Butte-Glenn Community College District will provide reasonable accommodation to qualified individuals. Butte-Glenn Community College District encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.