

# BUTTE-GLENN COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: INCLUSION DIVERSITY EQUITY AND ANTI-RACISM OFFICER**

**(L239.100)**

**BASIC FUNCTION:** Under the direction of the President, coordinates efforts across the District to combat racism, increase diversity, eliminate equity gaps, and ensure an inclusive learning environment for all students, faculty, and staff. Interacts with and provides training to a wide variety of employees. Performs a wide variety of complex functions requiring effective and appropriate communication skills. Work with all constituents of the District to fulfill the District's mission to serve our diverse communities through engagement, collaboration, partnerships, innovation, and leadership.

**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. Provides leadership in the areas of anti-racism, diversity, equity, and inclusion in accordance with the Butte College Mission Statement and Values.
- \*2. Champions and promotes an inclusive institution that honors and embraces social equity and makes recommendations on how to maximize anti-racism, diversity, equity, and inclusion efforts across the District.
- \*3. Responds to identified needs to maintain an intentional and sustained focus on achieving anti-racism, diversity, equity, and inclusion.
- \*4. Maintains currency on state and federal legislation related to equity, diversity, inclusion, and non-discrimination and develops or recommends policies that ensure equity in compliance with all legal requirements.
- \*5. Creates a Bias Incident Response process for the District in collaboration with Title IX Coordinator and BIR Taskforce.
- \*6. In conjunction with Professional Development and Human Resources, develops, implements, and provides institutional employee training (onboarding and ongoing) to promote cultural understanding and competency and a climate of equity and inclusion.
- \*7. Serves on the Professional Development Steering Committee to ensure that diversity, equity, and inclusion is embedded in all professional development offerings; works with other committee members to evaluate professional development activities and improve offerings based upon continuing evaluation.
- \*8. Consults with academic departments in creating culturally relevant curriculum development and instructional practices and support academic administrators and guide faculty in the development of culturally responsive, equitable, and inclusive curricula, courses, and teaching practices.
- \*9. Works directly with VP of Instruction, the instructional deans, and with faculty-led committees and attends Learning Council meetings to ensure that DEI is always considered during decision-making.
- \*10. Provides guidance and feedback to the Guided Pathway initiative on how its efforts can best maximize diversity, equity, and inclusion.
- \*11. Collaborates with the EEO Officer and Human Resources in implementing the EEO Plan; Serves on the EEO Advisory Committee.
- \*12. Serves as the Co-Chair of the Diversity Committee.
- \*13. Collaborates with the Student Equity Office in implementing the Student Equity Plan and serve on Student Equity and Achievement Program Advisory Committee (SEAPAC) and Work with institutional researchers and SEAPAC to gather and disseminate data on college equity gaps and the qualitative data that helps explain their causes.
- \*14. Works in conjunction with Institutional Effectiveness in policy analyses and organizing and developing necessary annual reports of the college's effort in recruitment, retention, and successful completion of underrepresented student populations.
- \*15. Assists in developing systems of accountability for reaching diversity and equity goals and objectives.
- \*16. Consults with the Title IX Office on issues related to anti-racism, diversity, equity, inclusion, and compliance with California Community College, Title IX, and EO policies, regulations, and procedures.
- \*17. Develops identifies, and disseminates educational materials related to anti-racism, diversity, equity and inclusion to faculty, staff, and students.
- \*18. Acts as Butte College's representative when attending conferences and communicating with federal or state agencies. May serve on a variety of District committees as directed.
19. Serves as a consultant and subject matter expert to administrators, faculty, staff, and students on matters related to anti-racism, diversity, equity, and inclusion.
20. Performs related duties as assigned by the President.

**MINIMUM QUALIFICATIONS:****EDUCATION AND EXPERIENCE:**

- Bachelor's Degree; **AND**
- Four years of experience with the primary or significant responsibility in the areas of anti-racism, diversity, equity, and/or inclusion, or closely related field; **AND**
- Two years of providing training in anti-racism, diversity, equity, and/or inclusion, or closely related field; OR
- Master's Degree; **AND**
- Two years of experience with the primary or significant responsibility in the areas of anti-racism, diversity, equity, and/or inclusion, or closely related field, which must have included experience providing training in the areas listed above as qualifying

**CERTIFICATES, LICENSES, REGISTRATION AND OTHER REQUIREMENTS:**

- N/A

**DESIRED QUALIFICATIONS:**

- Teaching experience, preferably at the post-secondary level
- Leadership experience in anti-racism, diversity, equity, and/or inclusion
- Evidence of recent relevant training in anti-racism, diversity, equity, and inclusion, including unconscious bias and bias-mitigation training
- An orientation towards long-term and transformative institutional change
- Cultural competence as evidenced by a record of advocacy and systemic change for the needs of systemically non-dominant populations that include, but are not limited to, race, ethnicity, sex, gender, sexual orientation, religion, disability, age, veteran status, and socio-economic status

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

**Knowledge of:** Federal and state laws related to anti-racism, diversity, equity and inclusion; the contexts, cultures, and politics within institutions that impact the implementation and management of effective diversity change efforts; culturally responsive curriculum development; institutional racism and the ways it impedes progress in student success

**Skilled in:** Developing effective, engaging training programs for employees, students, and college stakeholders; communicating effectively and appropriately, with people from a wide variety of cultural backgrounds, both verbally and in writing, including engaging in one-on-one settings and in public forums; partnering with community-based organizations, agencies, and schools, including those that serve disproportionately impacted populations; working well with people of all ages from academically, culturally, and socioeconomically diverse backgrounds, and coming from a wide spectrum of cultural competence understanding

**Ability to:** Facilitate courageous conversations with faculty, staff, and students that support the development of their awareness and growth in DEI; articulate in verbal and written form the importance of racial equity, inclusion, and diversity to the broader educational mission of higher education institutions; understand and conceptualize diversity to include various intersecting identities that include, but are not limited to, race, ethnicity, sex, gender, sexual orientation, religion, disability, age, and socio-economic status; employ effective critical thinking skills; seek resources or direction when necessary; make sound decisions that demonstrate accountability and consideration of legal and other guidelines; effectively problem-solve in a wide variety of difficult and sensitive situations, especially in cases requiring quick, proactive (versus reactive) action and resolution; build effective relationships with a wide variety of stakeholders; work successfully in a collective bargaining environment; work successfully in a participatory governance environment; train faculty and staff in culturally responsive teaching; engage in and model effective conversations about race

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

This is a single incumbent, non-supervisory position. May provide supervision to other staff.

**PHYSICAL EFFORT:**

Normal office environment.

**CONTACTS:**

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

**WORKING CONDITIONS:**

Normal office environment.

**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.