

## NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Director, Student Equity and Success	Range: 24 (AC)	Management Schedule
Date Revised:	January 27, 2015; December 8, 2015; November 12, 2019	Date Approved:	February 25, 2014

### PRIMARY PURPOSE

Under the direction of a College Vice President or designated Dean, the Director of Student Equity and Success oversees college programs and services to advance college equity initiatives, diversity objectives, and successful goal completion for targeted student populations.

### ESSENTIAL FUNCTIONS

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Plan, organize, and manage the operations and activities of the college student equity and achievement services. This may include oversight of college programs and services for disproportionately impacted student communities.
2.	Oversee the college-wide efforts for the development, interpretation and implementation of multiple Student Success Mandates, including policies and procedures related to Student Success and Support Programs (SSSP), Student Equity, and Guided Pathways. Also oversee the development, coordination, and monitoring of program budget development of the college's Integrated Student Success Program Plans.
3.	Provide leadership and vision for the campus Student Equity and Success and Support Programs, such as Guided Pathways, and other related student success initiatives, projects, programs, or services, including resource development and personnel management, in accordance with laws, regulations, District policy and collective bargaining agreements.
4.	Engage with District and college personnel to coordinate student success initiatives for the college. Key responsibilities include assisting with the development and implementation of innovative student services delivery approaches, ensuring accountability and accuracy for reports related to Student Success and Support, Student Equity, and Guided Pathways, input to and collaboration with the Director of Institutional Research regarding student success attributes in management information systems, student learning outcomes and related data analysis.
5.	Collaborate closely with student/academic support programs, including the Promise Program, Dual Enrollment, Program Mapper, and other pathway programs in the effective delivery of student success and support services to ensure that the college fulfills its responsibility in Student Success mandates and maximizes potential funding available from the State.
6.	Work collaboratively with faculty, staff, and managers to establish and implement a vision for the college's equity plan, as well as ensuring that all Guided Pathways work is aligned and focused through an equity-minded perspective and vision.
7.	Develop and prepare the annual preliminary budgets for assigned programs, including Integrated Planning and Guided Pathways, monitor and control budget expenditures; direct the preparation and maintenance of detailed and comprehensive reports, records, and files regarding programs, operations, and activities.
8.	Administer and direct various phases and operations of the onboarding process; evaluate the effectiveness of all onboarding processes to improve or facilitate procedures.
9.	Create and facilitate outreach activities and serve as a liaison with community agencies, high schools, universities, and industry to promote program enrollment and effectiveness.
8.	Develop and prepare publications relating to Student Equity and Success, Guided Pathways, and other assigned student development services.

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10.	Maintain communication with District and college administrators, faculty members and classified staff to resolve conflicts and issues, exchange information and coordinate program activities.
11.	Train, supervise, evaluate and direct the work of personnel as assigned; participate in selection and hiring processes.
12.	Plan, organize, and arrange appropriate staff development programs and activities for faculty and staff; provide orientation for new employees.
13.	Organize, attend, or chair a variety of administrative and staff meetings as required; serve on committees and special projects as assigned; coordinate programs and services as appropriate with other District and college personnel.
14.	Maintain current knowledge of instructional methods and new technologies pertinent to assigned programs; learn and apply emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
15.	Sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, and ethnic backgrounds of students.
16.	Provide leadership in District/College efforts to increase the diversity of faculty and staff, to address student achievement gaps, and in the creation of a welcoming and inclusive work and educational environment.
17.	Assist and promote the growth and success of a diverse population of students and employees through the development of interculturally competent and equity-minded management and leadership abilities. The ideal candidate should have experience in this area with African Americans, Latinx, Native Americans, Pacific Islanders and other disproportionately impacted students and employees.
18.	Perform related duties as assigned.

**OTHER FUNCTIONS**

None

**WORKING RELATIONSHIPS**

The Director, Student Equity and Success maintains frequent contact with District and college administration, faculty, staff, and external agencies and institutions.

**EDUCATION AND EXPERIENCE**

**Minimum Qualifications**

Master's degree from a regionally accredited institution and at least one year of formal training, internship, or leadership experience related to the assignment.

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

**Desirable Qualifications**

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Master's degree in counseling, education, psychology or related field.

Management experience in postsecondary education.

Experience with counseling/matriculation educational program development and administration.

Teaching and/or counseling experience, preferably at the community college level.

Experience in shared governance in an educational setting.

High level of critical thinking, problem solving and analytical skills.

High professional standards and strong interpersonal skills.

Effective oral and written communication skills.

Prior experience in approaching work and interactions with colleagues and students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

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### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of District organization, operations, policies and objectives

Knowledge of a shared governance model in an educational setting

Knowledge of California education code and requirements, including Title 5

Knowledge of federal and state laws and regulations, collective bargaining agreements, and grievance processes

Knowledge of research project policies, procedures and practices, including data collection and analysis

Knowledge of educational pedagogy and student success strategies applicable for the diverse community college student body

Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary

Knowledge of record keeping procedures

Knowledge of budget preparation and maintenance

Knowledge of appropriate software and databases

Ability to interpret, apply and explain rules, regulations, policies and procedures

Ability to administer complex budgets in a cost effective manner

Ability to assess, analyze, implement and evaluate research project activities

Ability to analyze situations accurately and adopt an effective course of action

Ability to plan, organize and prioritize work

Ability to meet schedules and time lines

Ability to work independently with little direction

Ability to understand and follow oral and written directions

Ability to communicate efficiently both orally and in writing with internal and external diverse constituencies

Ability to supervise, train and provide work direction to others

Ability to establish and maintain effective working relationships with others

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### **SPECIAL REQUIREMENTS**

May require a valid California Driver's License

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### **WORKING CONDITIONS**

Office environment; subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-3 hours); may require off-site duties and activities.

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