



PALO VERDE COMMUNITY COLLEGE DISTRICT

DIRECTOR OF STUDENT SUCCESS & EQUITY

NATURE OF THE POSITION

Under the supervision of the Associate Dean of Counseling, or designee, the Director of Student Success & Equity has primary responsibility for supporting and advancing the District's student equity goals and ensuring equitable educational opportunities for all students. This includes developing, interpreting and implementing student success mandates, policies, and procedures related to Student Success and Support Programs (SSSP) and Student Equity; developing and coordinating student equity initiatives related to academic and support services, as well as social needs of students from culturally and socially diverse backgrounds; overseeing outreach, recruitment, and achievement initiatives for underrepresented student populations; assisting with the creation, preparation, and maintenance of detailed and comprehensive reports, records, and files related to SSSP programs, operations, and activities including expenditure and performance reports and program plans required by the California Community College Chancellor's Office; training, supervising, and evaluating the performance of assigned personnel.

DUTIES AND RESPONSIBILITIES

1. Plans, organizes, and directs the operations and activities of Student Success & Equity programs including development, interpretation, and implementation of student success mandates, policies, and procedures related to Student Success and Support Programs (SSSP) and Student Equity.
2. Trains, supervises, and evaluates the performance of assigned personnel; interviews and recommends employees for selection, transfers, reassignment, disciplinary actions, and terminations; assigns employee duties and reviews work to ensure compliance with established standards, requirements, and procedures.
3. Provides technical expertise, information, and assistance to the Associate Dean of Counseling and District personnel regarding assigned functions; assists in the formulation and development of policies, procedures, and programs.
4. Develops and prepares the annual preliminary budget for Student Success & Equity programs; analyzes and reviews budgetary and financial data; authorizes expenditures in accordance with established procedures.
5. Plans, organizes, and implements long-term and short-term programs and activities designed to develop services and interventions that offer support for students to increase their academic success; oversees assigned student matriculation (credit and noncredit) functions.

6. Manages the assessment, orientation, counseling, and follow-up components of the District's matriculation process as it pertains to Student Success & Equity (credit and noncredit).
7. Facilitates collaborative relationships with other student services and instructional units.
8. Identifies and closes achievement gaps for underrepresented and underserved students in key areas such as access, course completion, ESL/basic skills completion, degree/certificate completion, and transfer.
9. Develops solutions to address equity issues and improve student achievement; coordinates with college and community-based support programs and initiatives to provide an integrated model for student success.
10. Conducts student needs assessments in collaboration with the Institutional Researcher, assesses for disproportionate impact using the California Community Colleges Chancellors Office guidelines, and develops a schedule and process for evaluating progress in implementing student equity goals and activities for areas of responsibility.
11. Provides District-wide leadership in coordinating student success efforts of the District; collaborates with the Associate Dean of Counseling to ensure compliance with the Student Success Act (SB 1456), including the development, implementation, and regular review of the Student Success Support Program Plan.
12. Collaborates closely with counseling and support services and instructional programs at the District in the effective delivery of student success and support services to ensure the District meets its requirements in student success mandates and maximizes potential SSSP funding available from the State.
13. Provides administrative input regarding District-wide student success and retention efforts that integrate with the Student Equity Plan; provides leadership and input in the development and coordination of the District-wide Student Equity Plan to foster and promote student development and success in collaboration with faculty and the Institutional Researcher.
14. Assists with the development and implementation of innovative student services and delivery approaches, ensuring accountability and accuracy for reports related to Student Success and Support and Student Equity; collaborates with the Institutional Researcher regarding student success attributes in management information systems, student learning outcomes, and related data analysis.
15. Provides Student Equity input for Program Review, Service Area Outcomes (SAO) assessments, and the implementation of programs and services in compliance with Accreditation Standards.
16. Directs the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to assigned personnel and activities.
17. Communicates with other administrators, personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information.
18. Operates a computer and assigned software programs, as well as other office equipment as needed.
19. Attends relevant conferences, trainings, and workshops and implements best practices gleaned from these meetings; conducts a variety of meetings related to Student Equity; represents the District in local, regional, and statewide conferences; serves on standing and ad hoc committees representing Student Equity.

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Revised: 06/06/2022

Board Approved: 06/14/2022

20. Plans and conducts professional development activities for faculty, personnel, and student workers as it pertains to Student Success & Equity.
21. Serves as project coordinator for assigned programs.
22. Serves as the Director responsible for student activities, student government, and student life.
23. Serves as the liaison for student and District events between the District and community, and assists with campus publications (e.g, Student Handbook and Social Media).
24. Coordinates and oversees various major campus-hosted events such as Commencement and other special events and ceremonies.
25. Serves at the Director responsible for the development, planning, and implementation of the CalWORKs program (i.e., maintaining compliance and managing the budget).
26. Perform other duties as assigned

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

1. Planning, organization, and direction of the District's Student Success & Equity programs.
2. Budget preparation and management.
3. Oral and written communication skills.
4. California Education Code, Title 5, regulations, and administrative procedures that affect the policies and practices of student success and equity.
5. Principles and practices of administration, supervision, and training.
6. Database management techniques.
7. Issues associated with economically and socially disadvantaged students, along with services and activities related to the CalWORKs program
8. District support programs, along with Student Life and Student Government.
9. District governance policies, procedures, and campus initiatives.
10. Interpersonal skills using tact, patience, and courtesy.
11. Operation of a computer and assigned software.

ABILITY TO:

1. Plan, organize, and direct the operations of Student Success & Equity programs.
2. Train, supervise, and evaluate the performance of assigned personnel.
3. Coordinate outreach efforts, campus events, student activities, and equity projects.
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. Operate a computer, database applications, and assigned office equipment.
8. Analyze situations accurately and adopt an effective course of action.
9. Meet schedules and timelines.
10. Work independently with little direction.
11. Use organizational skills that enable performance of duties in a timely fashion with attention to detail.
12. Prepare comprehensive narrative and statistical reports.

13. Direct the maintenance of a variety of reports, records, and files related to Student Success & Equity.

MINIMUM QUALIFICATIONS

1. Bachelor's degree from an accredited institution.
2. Three (3) years of related work experience with students or student support services in an educational institution and experience working with diverse populations.
3. Sensitivity to and understanding of the diverse academic, ethnic, racial, age, national origin, religious, gender, sexual orientation, disabilities, and socio-economic backgrounds.

LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS

1. Valid driver's license.

PREFERRED QUALIFICATIONS

1. Master's degree in a related field from an accredited institution.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

1. The physical demands and work environment are typical of an administrative job in an office environment.
2. The incumbent must be able to perform the essential functions of the job, with or without a reasonable accommodation.

CLASSIFICATION/SALARY

1. This is a Classified/Management position.
2. Row 7 of the District's Administrator/Management/Confidential salary schedule with placement appropriate to experience.
3. The District offers an attractive package of fringe benefits including medical, prescription, dental, vision and life insurance.

PALO VERDE COMMUNITY COLLEGE DISTRICT

Pursuant to Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and amendments and other laws, orders, and regulations governing discrimination, the Palo Verde Community College District is an equal opportunity employer. The policy of the District is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of ethnicity or race, color, sex, age, religion, marital status, disability, gender identity, sexual orientation, national origin, medical conditions, status as a Vietnam-era veteran, ancestry, or political or organizational affiliation.