



PALO VERDE COMMUNITY COLLEGE DISTRICT

DIRECTOR OF STUDENT SUCCESS & EQUITY

NATURE OF THE POSITION

Under the supervision of the Vice President of Instruction & Student Services, plan, organize, control and direct the operations and activities of the Student Success & Equity programs including development, interpretation and implementation of the Student Success Mandates, policies and procedures related to Student Success and Support Programs (SSSP) and Student Equity; develop and coordinate student equity initiatives related to the academic, support services and social needs of students from culturally and socially diverse backgrounds; oversee outreach, recruitment and achievement initiatives for underrepresented student populations; assist with the creation, preparation and maintenance of detailed and comprehensive reports, records and files regarding programs, operations and activities including the expenditure and performance reports and program plans required by the California Community College Chancellor's Office; train, supervise and evaluate the performance of assigned personnel.

DUTIES AND RESPONSIBILITIES

1. Plan, organize, control and direct the operations and activities of the Student Success & Equity programs including development, interpretation and implementation of the Student Success Mandates, policies and procedures related to Student Success and Support Programs (SSSP) and Student Equity.
2. Train, supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
3. Provide technical expertise, information and assistance to the Vice President of Instruction & Student Services, Administrators and District personnel regarding assigned functions; assist in the formulation and development of policies, procedures and programs.
4. Develop and prepare the annual preliminary budget for the Student Success & Equity programs; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
5. Plan, organize and implement long and short-term programs and activities designed to develop assigned programs and services including programs, interventions and activities to offer academic student support; oversee assigned student matriculation (credit and noncredit) functions.
6. Identify and close achievement gaps for underrepresented and disproportionate students in key areas such as access, course completion, ESL/basic skills completion, degree/certificate completion and transfer.

7. Develop solutions to address equity issues and improve student achievement; coordinate with other College and community-based student support programs and initiatives to provide an integrated model for Student Success.
8. Create longitudinal datasets for analysis of admissions, enrollment, courses, degree and transfer.
9. Provide District-wide leadership in coordinating student success efforts of the District; collaborate with the Vice President of Instruction and Student Services to ensure compliance with the Student Success Act (SB 1456), including the development, implementation and regular review of the Student Success Support Program Plan.
10. Collaborate closely with counseling and support services and instructional programs at the District in the effective delivery of student success and support services to ensure that the District meets its requirements in student success mandates and maximizes potential SSSP funding available from the State.
11. Provide administrative input involving coordination of the District-wide student success and retention efforts, which integrates with the Student Equity Plan; provide 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 Student Services, Institutional Research, Educational Services and consultation with faculty and personnel leadership in conjunction with Student Success and Support Programs.
12. Assist with the development and implementation of innovative student services delivery approaches, ensuring accountability and accuracy for reports related to Student Success and Support and Student Equity; collaborate with the Director of Institutional Research regarding student success attributes in management information systems, student learning outcomes and related data analysis.
13. Review, interpret and make recommendations to the Student Success and Support Programs committee and to the Vice President of Instruction and Student Services that affect Student Success and Support Program practices of the District; provide leadership in preparing for Program Review, Student Learning Outcomes (SLO) assessments and the implementation of programs and services in compliance with Accreditation Standards.
14. Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities.
15. Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.
16. Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work as assigned.
17. Attend and conduct a variety of meetings as assigned; represent the District in local, regional, and Statewide conferences; serve on standing and ad hoc committees as required.
18. Plan and conduct professional development trainings for faculty, personnel and student workers.
19. Serve as Project Coordinator for assigned programs on campus.
20. 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 control.
3. Oral and written communication skills.
4. California Education Code, Title 5, Chancellor's office administrative procedures that affect the policies and practices of the student success and assessment operations of the District.
5. Principles and practices of administration, supervision and training.
6. Database management techniques.
7. Problems associated with economically and socially disadvantaged students.
8. College support programs or student services support programs
9. College governance policies, procedures and campus initiatives.
10. Applicable laws, codes, regulations, policies and procedures.
11. Interpersonal skills using tact, patience and courtesy.
12. Operation of a computer and assigned software.

ABILITY TO:

1. Plan, organize, control and direct the operations and activities of the 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 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. Plan and organize work.
12. Prepare comprehensive narrative and statistical reports.
13. Direct the maintenance of a variety of reports, records and files related to assigned activities.

MINIMUM QUALIFICATIONS

1. Bachelor's degree in a related field from an accredited college or university.
2. Three years of related work experience with students or student support services in an educational institution and some experience working with diverse populations.
3. Sensitivity to and understanding of the diverse academic, socio-economic, ethnic, religious and cultural backgrounds, disabilities and sexual orientation of students, faculty, administrators and personnel.

PREFERRED QUALIFICATIONS

1. Master's degree in a related field from an accredited college or university and college-level course work in Management, Supervision or Public Administration.

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 Management position.
2. Row 7 of the College's Administrator/Management/Confidential salary schedule with placement appropriate to experience.
3. The college 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.