



Cañada College ♦ College of San Mateo ♦ Skyline College

## GENERIC POSITION DESCRIPTION

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### **DIRECTOR OF EQUITY**

An Academic Supervisory (Exempt) Position  
Grade 193E – Salary Schedule 35

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#### **A. General Statement**

Reporting to the Dean of Academic Support and Learning Technologies, the Director of Equity has primary responsibility to fulfill the College mission by serving our diverse communities through engagement, collaboration, partnerships, innovation, and leadership to improve the educational outcomes for historically underrepresented student populations. An important aspect of this position is working with the college community in heightening an increased awareness and appreciation of cultural, social, and ethnic diversity. The Director will support the holistic needs of students from culturally and ethnically diverse backgrounds and provide support for the ongoing development of culturally relevant teaching and learning pedagogies. The Director serves as one of the college's primary leaders in implementing changes that support diversity, equity and social justice issues; assesses programmatic needs in collaboration with college constituents; and provides leadership that fosters a supportive and inclusive environment for all students, faculty, staff and administrators through programming efforts, trainings, mentoring, and advocacy. The Director is also actively involved in the recruitment and retention of students as related to the College's student equity goals.

#### **B. Duties & Responsibilities**

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the 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 to, or a logical assignment to this classification.

1. Develops and maintains the College's Student Equity and Budget Plan in coordination with division dean and Budget Office and related student support programs and services, such as the Student Success and Support Program and the Basic Skills Initiative. Serves as chairperson or co-chairperson for the Student Equity Committee.
2. Serves as the College's primary contact regarding key success and performance indicators related to the College's Student Equity Plan.
3. Works with BSI Committee and division dean to coordinate CSM's self-assessment process for the ESL/Basic Skills Initiative Action Plan.
4. Develops and maintains the College's Basic Skills Initiative Action Plan and Budget Plan in coordination with the division dean and Budget Office.
5. Coordinates and develops events for College of San Mateo faculty in current trends and effective best practices in basic skills education through flex workshops, faculty mentorships, division and department meetings, and individual sessions. Serves as co-chairperson for the Basic Skills Initiative Committee.

6. Works closely with the Planning Research and Institutional Effectiveness (PRIE) staff to develop evaluative methodology, research, statistical reports, and other outcome measurements to identify disproportionate impact, to assess Student Equity Plan effectiveness, and to determine future goals and strategies that enhance student equity and to ensure its integration with institutional planning.
7. Assesses and monitors the retention and academic achievement rates of designated learning community cohorts and historically underrepresented student populations, develops new equity initiatives, and strengthens existing programs to support students' academic progress and development of leadership skills.
8. Consults regularly and works closely with learning community coordinators.
9. Consults regularly and works closely with Year One Coordinator.
10. Coordinates and works closely with the College's Professional Development Coordinator.
11. Participates in outreach and recruitment of historically underrepresented students to promote access, retention, and academic success.
12. Contributes to the development of student equity policies and administrative procedures, identifies funding opportunities for other resources, and participates in preparation of proposals to meet College student equity goals. Develops and administers program plans and grant proposals when applicable.
13. Provides leadership consistent with the mission and institutional priorities of the College. Keeps abreast of current trends and practices in the field of student equity and culturally relevant pedagogies by participating in professional organizations and attending relevant workshops and conferences.
14. Fosters a supportive and inclusive environment for all students, faculty and staff through programming efforts, mentoring, and advocacy.
15. Assists in the development of the College's professional development program and promotes equity related opportunities for faculty, staff and administration.
16. Maintains compliance with federal, state and local regulations, including District policies and procedures, ensures submission of timely reports, prepares and provides progress reports to division dean and other college groups such as Institutional Planning Committee, Student Services Council and Faculty Senate.
17. Performs other related work assignments as required.

### **C. Requirements**

1. Possession of a Master's degree, preferably in Ethnic Studies, Education, Psychology, Counseling, Social Services or a closely related field.
2. One year of formal training or leadership experience in a supervisory role reasonably related to the managerial assignment.
3. Demonstrated cultural competence, sensitivity to and understanding of the diverse academic, socioeconomic and ethnic backgrounds of community college students, faculty, and staff.
4. Excellent verbal, written communication, and presentation skills.

### **D. Preferred Qualifications**

1. Doctorate degree in Ethnic Studies, Education, Psychology, Counseling, Social Services or a closely related field.
2. Community college classroom training and teaching experience.
3. One year of formal training or leadership experience in a supervisory role directly related to student equity issues within higher education.
4. Knowledge of specific program and related college services available to the campus community, students, and other potential participants.
5. Experience in grant writing.

### **E. Physical/Other Requirements**

This classification requires multi-tasking, flexibility, adaptability; accurate work under deadline pressure; attention to details; listening, good memory, sensitivity and tact; persuasive communication; negotiation;

compromise; manual dexterity; working independent of direct supervision or specific guidelines; data analysis in order to perform the essential functions.

**F. Knowledge, Skills & Abilities**

1. Knowledge of best practices in student success strategies and learning-related support services.
2. Proven successful supervisory, management, and leadership experience with demonstrated commitment to mentoring, training, and staff development.
3. Demonstrated experience and engagement in applying culturally relevant emerging curriculum and retention strategies that support the learning process in the classroom.
4. Excellent interpersonal skills, including the ability to foster a collegial work environment that encourages change and innovation; and ability to interact effectively and work productively, collegially, cooperatively, and collaboratively with a variety of individuals and groups in a complex and rapidly changing environment.
5. Excellent customer services skills and proven ability to develop and sustain productive customer relationships.
6. Ability to view issues from a college and campus-wide perspective, foster teamwork, and stimulate cross-functional collaboration.

(5/16)