CLASS TITLE: ASSOCIATE DEAN OF STUDENT EQUITY AND SUCCESS

FLSA STATUS: EXEMPT

BASIC FUNCTIONS:
Under general direction of the Vice President of Instruction and Student Services, perform a variety of administrative duties to advance the District’s student equity goals of ensuring equal educational opportunities and promoting student success for all students, regardless of race, gender, age, disability, or economic circumstances. Primary responsibilities include providing leadership and coordination for the delivery of student equity and organizing, coordinating and implementing evidence-based processes that lead to increased success for all students, and do related work as required.

REPRESENTATIVE DUTIES:
Lead student equity planning, assessment and evaluation efforts to increase success of all students and mitigate identified disparities using college-based research by gender and for current or former foster youth, students with disabilities, low income students, veterans, and students in ethnic and racial categories as defined by the US Census Bureau. E

Provide leadership and coordination for the effective delivery of basic skills instruction serving as liaison between instructional and student services administrators and faculty members regarding basic skills curricula and support services. E

Coordinate with research to conduct student needs assessments, assess for disproportionate impact* using the California Community Colleges Chancellors Office guidelines, and develop a schedule and process for evaluating progress in implementing Student Equity goals and activities. E

Facilitate the assessment of evidence-based best practices in remediation. E

Assist the Dean, Student Services to ensure district placement tests and policies do not create adverse impact and more accurately predict student success and identify student remedial needs. E

Analyze and recommend course scheduling patterns to meet student need and demand. E

Prepare and administer the Districts annual and long-range student equity plans and associated student equity reports in conjunction with District planning and budget development processes; monitor plans and timelines to accomplish student equity goals and objectives. E

Coordinate student equity planning and evaluation efforts with other student equity-related categorical programs including but not limited to: Basic Skills, CalWORKs, DSPS,
EOPS/CARE, Financial Aid, Former Foster Youth, funds for Student Success, Student Success and Support Program (SSSP), Veterans and with the Academic Senate. 

Administer categorical and general fund budgets to ensure that funds support the goals and activities in the Student Equity Plan and are in compliance with categorical regulations and budgetary restrictions. 

Provide supporting documentation as required for district and state auditing purposes. 

Plan, recommend, initiate, and implement new programs to enhance student enrollment, success and achievement such as, but not limited to: dual enrollment, summer bridge/immersion program(s), and student mentoring opportunities. 

Provide leadership for the development of partnerships with other categorical programs, grants and other potential sources of financial assistance. 

Participate in District and/or community meetings and activities to promote student equity and developmental education/basic skills goals. 

Prepare and deliver written and oral presentations as requested and as appropriate. 

Plan, assign, schedule, review and evaluate faculty and classified staff members. 

Provide leadership with regard to professional development programs for faculty and staff, as appropriate. 

Participate in relevant local, regional, and State associations, consortia, workshops, and conferences, as feasible and appropriate. 

Perform related duties as required.

* Disproportionate impact occurs when the percentage of persons from a particular student population achieve the intended results at a significantly lower rate than the total population being assessed. [California Code of Regulations Title 5 Section 55512(a)]

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**
Student equity planning regarding gender, disability, financial need, former foster youth, race/ethnicity and veterans status
Effective delivery of student support programs and services
Federal and state regulations pertaining to student equity, basic skills and student support programs and services
Current basic skills issues and opportunities in California community colleges
Principles and practices of categorical budget development and administration
Basic research methodologies including needs assessments and methods for determining disproportionate impact
Leadership and management techniques including planning, organizing, assigning, and reviewing work; faculty and staff performance evaluation, recruitment and selection
Basic computer software use (e.g., Microsoft Outlook, Excel, Word, and PowerPoint)

ABILITY TO:
Plan, develop, implement and manage comprehensive programs and services for educationally and socio-economically disadvantaged and historically under-represented students, including outreach/recruitment and retention services
Work collaboratively with faculty, students, staff, governance entities, and administrative colleagues to ensure broad stakeholder input, engagement and support
Read, interpret and apply relevant and related laws, regulations, policies, and procedures as they relate to instructional and student support programs and services
Comply with categorical regulations as they apply to budgetary restrictions and program requirements and provide supporting documentation as required for district and state auditing purposes
Evaluate and report on the effectiveness of programs, services, strategies and approaches and propose adjustments as appropriate
Communicate student equity program objectives and services to students, faculty and staff, and community organizations
Exercise initiative and creativity to meet a broad diversity of student educational needs.
Facilitate and engage faculty, staff, and colleagues in collaborative processes by which to continually evaluate and improve programs and services
Maintain accurate and adequate records to meet internal/external analysis, audits, planning, and reporting requirements
Prepare oral, written, and electronic reports and presentations such as applications, claims, and compliance reports for Federal, State, local regulatory agencies and the District
Maintain currency of knowledge of legal requirements and regulations as they pertain to student equity and other student equity-related categorical programs and services and basic skills instruction
Develop campus and community resources and referral agencies
Administer the Districts collective bargaining agreements as appropriate

EDUCATION AND EXPERIENCE:
Master's degree from an accredited institution and at least one year of experience related to the duties of the position.

Preferred: Any additional combination of three or more years of experience in student equity and/or student services program administration or coordination, categorical fund management, and/or basic skills instruction/coordination.

WORKING CONDITIONS:
Office environment; position requires hearing and speaking to communicate and exchange information.