

## VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

### **CLASS TITLE: DIRECTOR, ACADEMIC SUCCESS AND EQUITY PROGRAMS (FIRST YEAR EXPERIENCE)**

#### **FLSA STATUS: EXEMPT**

#### **BASIC FUNCTION:**

Under the direction of an area administrator, provide leadership, supervision, development and implementation of all aspects of the First Year Experience program including curriculum development, program planning, bridge activities, identification of at-risk students and administration of service learning opportunities, program implementation and assessment supporting student retention and academic success.

#### **REPRESENTATIVE DUTIES:**

Oversee the First Year Experience program, including assessment and monitoring of the academic achievement and retention rates of various cohorts such as Puente, UMOJA and Learning Communities. *E*

Assess the student service needs and implement appropriate student support programs in concert with Instructional Services to provide continuous improvement. *E*

Manage and coordinate guidance courses and student enrollment; lead the review and update of student learning outcomes and schedule the course sections to meet student needs. *E*

Oversee the development and management of the first-year advising program in communication, cooperation and collaboration with academic division deans. *E*

Collaborate with departments and career programs to enhance recruitment and retention of under-represented students. *E*

Collaborate with faculty in identifying gaps in service and develop appropriate strategies to address these gaps. *E*

Ensure that appropriate learning resources, facilities, technology, and instructional materials are available for the First Year Experience/Guidance courses. *E*

Coordinate and promote professional development activities and training for faculty and staff. *E*

Assist in the development of student equity policies and administrative procedures. *E*

Interpret and apply county, state and federal policy and legislation as it relates to the area. *E*

Plan, recommend, initiate and implement activities and programs to enhance student enrollment, success, achievement and transfer. *E*

Recruit, hire, train, mentor, and supervise faculty and staff to design and maintain effective academic support system. *E*

Develop and manage assigned budget; assist with marketing efforts, retention, advising, data collection and research. *E*

Serve on district committees as assigned. *E*

Interpret and apply county, state and federal policy and legislation as it relates to the area. *E*

Anticipates, prevents and resolves difficult and sensitive inquiries, conflicts and complaints. *E*

Performs related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Operational characteristics, services, and activities of a Student Development program.

Principles and practices of program development and administration.

Principles and practices of budget preparation and administration.

California Community College philosophy and mission, Title 5 regulations and Education Codes related to student organizations, behavior and fees.

Principles of group dynamics and intermediate leadership development training.

Principles of supervision, training, and performance evaluation.

Methods and techniques of technical, administrative, and financial report preparation and presentation.

Principles and practices of contract administration.

Office procedures, methods, and equipment including computers and applicable software applications, such as word processing, spreadsheets, and databases.

Pertinent federal, state, and local laws, codes, and regulations.

**ABILITY TO:**

Oversee and participate in the management of a comprehensive student development program for a College that includes a series of interrelated projects or functional areas of significant depth and complexity.

Plan, organize, direct, coordinate, and evaluate assigned programs.

Plan, schedule, and review the work of assigned staff.

Advise and direct students in various organizational activities.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods and techniques.

Prepare clear and concise administrative and financial reports.

Participate in the preparation and administration of budgets.

Work effectively under pressure, meet deadlines, and adjust to changing priorities.

Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical and learning disabilities.

Interpret and apply federal, state, and local policies, laws, and regulations.

Interpret and apply California Education Code, Title 5, federal, state, and local policies, laws, and regulations as it relates to the position.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

**EDUCATION AND EXPERIENCE:**

A Master's degree from an accredited college or university in education, student services, human services, business or a related field and/or discipline. A minimum of three (3) years of experience working with Guidance/Student Development courses, including at least one (1) year supervising and directing work of others.

Must have sensitivity to and an understanding of the diverse academic socioeconomic, cultural, disability and ethnic backgrounds of community college students and personnel.

**Preferred Experience:**

Experience in the California Community College System.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license

**WORKING CONDITIONS:**

Office environment.

Position requires sitting and viewing a computer monitor for extended periods of time, hand and digit dexterity to operate a typewriter and computer keyboard, reaching, bending at the waist, and hearing and speaking to communicate and provide information to others.

Incumbents may be exposed to abusive and hostile individuals.