



Dean of Student Equity and Success (CHC)

Management Range: 22

Pending Board Approval: 05/13/2021

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*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Under general supervision of the Vice President of Student Services, the Dean of Student Equity and Success (CHC) performs a variety of administrative duties to advance the college's student equity goals of ensuring equitable educational opportunities for all students, regardless of race, gender, age, disability, or economic circumstances. Areas of responsibility include, but are not limited to: Counseling and Matriculation, Articulation, Career Center, University Transfer Center, EOPS/CARE, CalWORKs, Disabled Student Programs and Services (DSPS), Dual Enrollment/CCAP programming, Adult Education, and Outreach.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Responsible for the overall leadership, development, implementation, budgeting, supervision, and evaluation of the college's Student Success Initiatives and assigned programs.
2. Provides high level oversight and leadership over various programs and departments, such as the Student Equity & Achievement Program, the Counseling department, the Career Center, University Transfer Center, Disabled Student Program and Services and other counseling services programs.
3. Provides leadership in Counseling and Matriculation regarding follow-up services for targeted groups of "At Risk" students, i.e., no identified career goals, students in basic skills, Probation I, II, and re-admitted students.
4. Manages the assessment, orientation, counseling, and follow-up components of the College's Matriculation Process.
5. Facilitates collaborative relationships with other student services and instructional units
6. Administers budget planning and development, expenditure monitoring, and quarterly and year-end reports for submission to college, county, state, and federal agencies.
7. Supervises and directs high school outreach and support programs for new and continuing students.
8. Develops effective partnerships with feeder K-12 and adult education school districts and community organizations to conduct outreach and recruitment efforts to increase enrollment of students in assigned programs, including Dual Enrollment programs.
9. Ensures compliance with district rules, regulations, policies, and procedures, and contract provisions.
10. Coordinates with research to conduct student needs assessments, assesses 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 for responsible areas.
11. Implements technological programs to enhance retention and student completion for disproportionately impacted students.



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12. Leads the review and update of student learning outcomes and service area outcomes related to assigned areas.
13. Provides leadership in the planning and implement new student equity programs to enhance student enrollment, success, and achievement such as, but not limited to first year experience, summer bridge/immersion program(s), student mentoring opportunities, and other assigned programs.
14. Collaborates with deans to ensure district placement tests and policies do not create adverse impact and more accurately predict student success and identify student remedial needs.
15. Participates in district and/or community meetings and activities to promote student equity and developmental education.
16. Anticipates, prevents, and resolves difficult and sensitive inquiries, conflicts, and complaints.
17. Supervises and evaluates assigned managers, faculty, and staff.
18. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Pertinent and applicable SB 1456. SSSP and SEP policies and procedures.
- Pertinent state and federal student financial aid processes and procedures including federal and state laws and regulations, including Title 5 and applicable sections of the California Education Code.
- Procedures for processing computer applications in financial aid.
- Principles of human relations skills, methods, and techniques to conduct interviews, convey technical information, resolve conflicts, and facilitate problem resolution.
- Student support services and special services for students.
- District organization, operations, policies and objectives.
- Mathematical principles and practices.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Principles and procedures of record keeping and filing.
- Principles of business letter writing and basic report preparation.
- Interpersonal skills using tact, patience and courtesy.
Correct English usage, grammar, spelling, punctuation and vocabulary.

Ability to:

- Assess student needs and interests and develop viable plans and alternatives.
- Interview students to determine program eligibility and obtain relevant data.
- Plan, develop and conduct information workshops.
- Interpret state and federal guidelines pertaining to assigned programs.



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- Determine eligibility of students for financial assistance through analysis and interpretation of data and guidelines.
- Work with people who have economic, cultural or language barriers.
- Properly handle difficult, sensitive and confidential situations and materials.
- Work confidentiality with discretion.
- Plan, organize and prioritize work in order to meet schedules and timelines.
- Maintain current accurate and confidential records and files including financial records.
- Independently prepare reports, correspondence and memoranda. Work independently with little direction.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Adapt to changing technology and learn functionality of new equipment and systems.
- Type or enter data at a speed necessary for successful job performance.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Train and provide work direction to others.
- Analyze situations accurately and adopt an effective course of action.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work varied schedules, to include nights and weekends.
- Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.
- Provide leadership based on ethics and principles as they relate to student services functions and operations.

Education and Experience Guidelines

Education/Training:

- A Master's degree in Educational Administration, Social Services, Human Services, Counseling or a related field from an accredited college or university.

Required Experience:

- Three (3) years of increasingly responsible experience as an administrator in student services.
- Experience that indicates a sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.

License and Certification:

- Current and valid California driver's license.

Preferred Experience:

- Evidence of experience supervising a complex educational department responsible for implementation of state and federal regulations.
- Five (5) years of experience working in public education (includes K-12, Community College and University)



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PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.