

# **Director of Equity and Inclusion**

## **Cerro Coso Community College**

### **Kern Community College District**

#### **JOB DESCRIPTION**

#### **Definition**

Under the general direction of the President or designee, the Director of Equity and Inclusion serves as the College's expert on culturally response practices that support an equity focused institution committed to diversity, equity, inclusion, and accessibility. In collaboration with constituent groups, leaders, college programs, support services, outside agencies, and stakeholders from across the College, the Director is responsible for the development, coordination, planning, and delivery of programs and services that address the needs of students from diverse backgrounds and ensure effective processes and procedures that facilitate dialogue and strengthen a campus climate of respect, innovation, and commitment to social justice.

#### **Examples of Duties**

1. Coordinates and collaborates with campus and District constituencies in equity-related projects, programs, activities and initiatives, including but not limited to admissions, recruitment, educational programs and activities, facilities, course offerings, participation in extra-curricular activities, financial assistance, student employment assistance, health services and student insurance, marital or parental status, athletics and physical education.
2. Participates in all levels of the College's participatory governance and decision-making structure to center equity, anti-racism, inclusion, and engagement; identifies and creates professional development tools to increase cultural competency.
3. Lead diversity, equity, inclusion, and accessibility work and activities of the college; create and/or seek out opportunities that ensure students who are underserved or unengaged are represented in activities; foster a campus culture and climate which supports both student and employee success and promotes respect and appreciation for cultural diversity.
4. Develop and provide training related to Student Equity to faculty, staff, and administrators; support the expansion of multicultural understanding on campus through sponsored forums, presentations, and activities.
5. Promote and support tutorial services, selected academic success strategies, learning

communities and other motivational services to nurture a campus climate conducive to the success of educationally and socio-economically diverse students.

6. Lead the ongoing analysis and evaluation of campus-wide student equity and achievement needs. Oversee the development and delivery of student equity and achievement information, training materials, workshops, seminars, programs, etc. Assess the effectiveness of student equity and achievement efforts.
7. Works with the Office of Institutional Research to analyze existing data or develop tools to capture data related to equity initiatives; uses and analyzes data to address enrollment, retention, and persistence gaps amongst marginalized student populations.
8. Research, review, assess, and apply for grant opportunities that support the assigned areas and activities; manage the budget for awarded and existing grants and ensure compliance with grant requirements.
9. Inform program, educational, and leadership of development opportunities relating to diversity, equity, inclusion, and accessibility.
10. Create innovative retention and technological programs to enhance and develop services for disproportionately impacted students.
11. Prepare recommendations and/or contracts as appropriate and submit them to administration for Board of Trustees consideration.
12. Remain current on legislation and regulations affecting assigned areas to adjust programs and/or services to assure compliance as required.
13. Oversee and participate in the planning and coordination of campus-wide programming of small- and large-scale events and activities in collaboration with staff, faculty, students, and administrators with a special focus on nights and weekends; produce events and programs that increase student engagement.
14. Oversee the development and administration of an annual budget for assigned areas.
15. Participate in community, state, and national organizations and meetings.
16. Chair or participate in committees, task forces, and special assignments.
17. Prepares and submits annual and mid-term reports, program plans, and expenditures to the California Community College Chancellor's Office.
18. Administer special projects that support the student access, retention, and completion goals of the college.
19. Performs other duties as assigned.

## Qualifications

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Master's degree in an academic area related to assignment.
- Three years of demonstrated progressively responsible leadership and supervisory experience reasonably related to assigned areas, preferably in an educational setting.

## Knowledge and Abilities

### Knowledge of:

- Pertinent State and Federal codes, statutes and regulations that govern California community college student developmental and instructional services (or their equivalents).
- Standard software applications such as Microsoft Office Word/Excel.
- Principles and practices of supervision, training, and evaluation.
- Principles of student development administration at the community college level; leadership and management principles and techniques.
- Interpersonal skills using tact, patience, and courtesy.
- The mission of the California Community College; community college and instructional programs, regulations and policies; principles of employer-employee relations; and principles in the administration of personnel services.
- Accounting, budgeting and fiscal reporting.

### Ability to:

- Work as part of a management team dedicated to collaboration and the college goal of integrating instruction and/or student services to create and maintain a supportive student-learning environment.
- Exercise group leadership skills, which emphasize collaboration, consensus building, conflict resolution, and problem solving in an environment of shared governance
- Effectively communicate orally and in writing.
- Plan and organize work. Prioritize and schedule work; train and provide work direction to others.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.
- Communicate effectively both orally and in writing.
- Represent the college in a professional manner.

- Apply legal and policy provisions to various problems consistently and correctly.
- Establish and maintain cooperative and helping working relations with students, staff and community agencies to meet the needs of students.

## Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1

Often—51-75 percent = 3

Occasional—25-50 percent = 2

Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
3	Ability to work at a desk, conference table or in meetings of various configurations.
1	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
3	Ability to communicate so others will be able to clearly understand a normal conversation.
1 or 2	Ability to lift 10 pounds.
1 or 2	Ability to carry 10 pounds.
4	Ability to operate office equipment.

## Signatures/Approval

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(Employee's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Supervisor's Signature)

\_\_\_\_\_  
(Date)