



Non-Instructional Position Request Form
2015-2016

HR Dept
2015-17

This request process is to be used only for new classified and administrative positions (full or partial).

The entire college community is welcome to submit requests.

Title of Position Requested: Director of Student Success and Equity

Division/ Unit: Student Services

Please attach a current or proposed District job description and indicate if this is a request for / to: (for assistance, contact College Admin. Asst. at x1632)

- Checkboxes for New position, Increase an existing funded position, and New categorically funded position.

Justification:

1. For background- please briefly summarize the position: what it does, where it works, to whom it reports, & list what other personnel are in this unit.

The Director of Student Success and Equity position will report to the Vice President of Student Services or asignee and will maintain an office in the Student Services area of building 1600. This position will be responsible for developing and implementing short and long-range plans and strategies to meet the District/College goals and objectives for the development and implementation of a comprehensive Student Success and Support Plan and Student Equity Plan which will be used for the promotion of student success, outreach, retention, and graduation. The Director of SSSP/Equity will be responsible for supervising any professional, technical, and clerical staff assigned to the Student Success and Support Program and Student Equity Plan.

a. Give some historical perspective of the changing workload over a 3-5 year period: Example: Workload unit 1= # Bio/Chem lab students/semester > 2010=900 2015=1000 Change over time is =11%

Workload unit 1=:n/a > 2010: n/a 201\_: n/a Change over that time is n/a %

Workload unit 2=:n/a > 2010:n/a 201\_: n/a Change over that time is n/a%

2. How will this position have a positive impact on the following (briefly include excerpts from your Program Review or other)-

a. your Program Review: Many of the Program Review documents in the Student Services Division mention a need to collaborate between programs. In fact, collaboration is a requirement of the 3SP and Equity Plans. This position would be able to facilitate increased collaboration and ensure compliance with the plans.

b. our LPC Planning Priorities:

This position would address the following Planning Priorities:

- i. The Director of 3SP and Equity would help to establish processes to implement best practices. Having one person in charge of both plans increases the coordination between the plans and other programs, as well as streamlines the processes involved.
- ii. The Director of 3SP and Equity will be involved in developing and assessing SLO's and SAO's, across student services.
- iii. The Director of 3SP and Equity will be focused on student success, both from a general student services standpoint (3SP), and from the perspective of disproportionately impacted students (Equity). This position will be supporting all programs and activities that promote student success, including, but not limited to, tutorial services.

c. other requirements or needs detailed in Master Plans or accreditation:

With respect to the Master Plan, this position would address:

- A. Educational Excellence
- B. Community Collaboration
- C. Organizational Effectiveness

The Director of 3SP and Equity will address all of the Strategic Directions in these goal areas.

In the accreditation self-study, in Standard II.B, Student Services are specifically addressed. Again, the importance of this position cannot be overstated as this person will be integral in increasing collaboration and coordination between the two plans and other categorical programs.

3. What other alternatives have been considered in lieu of this position to meet programmatic demands?

Counseling faculty and other administrators have been performing these responsibilities to meet programmatic demands. However, these professionals are doing these tasks in addition to their other duties, increasing their workload. Having a professional dedicated to both plans would increase the efficiency and efficacy of the work.

4. What is the consequence of not funding this position?

There are currently funds to support the position; if the position is not filled, it will be difficult to keep abreast of all the compliance regulations and it will be difficult to manage all the components of the plans. Additionally, a lack of coordination between the two plans and other categorical programs could lead to a duplication of services or a gap in services.

5. Has this position or a similar position been presented to RAC previously and in what year? Explain.

No

**For accurate costs below, requestor must complete Administrative Services**

<b>Estimate Increase/ Proposed Annual Salary Cost:</b>	\$		
<b>Estimate Benefits Cost:</b>	\$		
<i>(50% of salary)</i>			
<b>Total Cost for Position:</b>	\$		

*Directors Salary range from 13 to 21. I am using Range 17 for calculations as a midpoint with no recommendations from the department.*

Reviewed by & Date SD 9/21/  
 College Administrative Assistant, Office of Administrative Services

**Important request deadlines for 2015/2016 (subject to change):**

**Mon., Sept. 14, 2015** request to Division Dean by end of business

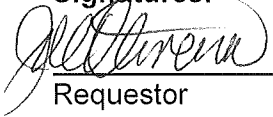
**Wed., Sept. 16, 2015** presented at Division Meeting

**Fri., Sept. 18, 2015** due in Administrative Services Office with VP signature

**Thu., Oct. 1, 2015** deans will present to Resource Allocation Committee

*Jill Oliveira & Michelle Zapata*

**Signatures:**



Requestor

*9.18.15*

Date Submitted

**Reviewed by:**

\_\_\_\_\_  
Dean/ Unit Administrator

  
\_\_\_\_\_  
Vice President

## **Job Description: Director of Student Success and Equity**

### **Definition**

The Director of Student Success and Equity is responsible for planning, directing, managing, evaluating and overseeing the activities, services, and staff of the Student Success and Support Program Plan(3SP), the Student Equity Plan, and other student success initiatives where appropriate.

**The Director of Student Success and Equity** is responsible for developing and implementing short and long-range plans and strategies to meet the District/College goals and objectives for the development and implementation of a comprehensive Student Success and Support Program Plan and Student Equity Plan which will be used for the promotion of student success, outreach, retention, and graduation. Duties are carried out with considerable independence within a framework of policies, administrative guidelines and state laws/codes. Incumbents must utilize excellent communication skills to effectively facilitate and interact with a wide range of schools, management, administrators, faculty, staff and students while maintaining day to day management of the Student Success and Support Program Plan and Student Equity Plan. Incumbents must also possess strong organizational and leadership skills.

### **Supervision Received**

This position will be supervised by the Vice President of Student Services or designee.

### **Supervision Exercised**

Direct supervision is exercised over professional, technical, and clerical staff assigned to the Student Success and Support Program and Student Equity Plan.

### **Essential Job Functions**

1. Provide leadership in coordinating student success efforts and ensure compliance with the Student Success Act of 2012 (SB 1456) and other related legislation; including the development, implementation, and regular review of the Student Success and Support Program Plan and the Student Equity Plan; including any required reporting mandates.
2. Foster and promote student development and success in collaboration with faculty, staff, students, and administration in support of the Student Success and Support Program and Student Equity Plans including alignment with campus' mission, vision, planning priorities and educational master plan.
3. Work collaboratively with faculty, staff, and administration to assist the campus in achieving enrollment and student success targets as delineated in the Student Success and Support Program Plan and the Student Equity Plan.
4. Work collaboratively with the Institutional Research office in the collection of annual data for reporting purposes. Provide data and information for student learning outcomes, service area outcomes, program review, annual program report, strategic initiatives, student services, student success and support services, student equity or other related reports as requested.

5. Provide leadership to reporting staff in developing, monitoring, evaluating and assessing annual program reviews and action plan goals and priorities, to include Student Learning Outcomes (SLOs) and Service Area Outcomes (SAOs).
6. Supervise and evaluate the effectiveness of action plans and program plans.
7. Collaborate closely with the personnel in all programming designed to assist students in being fully matriculated to the college.
8. Lead planning and implementation meetings.
9. Attend professional seminars/conferences related to student success, student equity, and faculty/staff development.
10. Develop and implement professional development initiatives and training related to Student Success and Support Program and Student Equity.
11. Collaborate with college personnel to market and communicate to outreach and student success efforts.
12. Provide support to the campus outreach efforts and support for students in transition from schools to the community college including registration events.
13. Collaborate with local service area K-12 administrators and staff to implement and/or sustain projects that generate applicants and support students in transition from schools and the community to the college.
14. Develop, monitor, and implement a calendar that systematically coordinates associated Student Success and Support Program and Student Equity outreach activities between the college and local K-12 schools and community agencies.
15. Work closely with faculty and staff to assist in achieving enrollment and student success targets.
16. Collaborate closely with K-12 service area high schools to arrange outreach events and college fairs, with a particular emphasis on student equity and outreach.
17. Ensure the evaluations of reporting staff are conducted on a regular and systematic basis in accordance with collective bargaining agreements and board policies and regulations.
18. Serve on standing and ad hoc committees as assigned.
19. Perform other duties as assigned.

### **Minimum Qualifications**

**Knowledge of:** Senate Bill 1456 and Student Success and Support Program

1. Senate Bill 1456 (Student Success Act of 2012), Student Success and Support Program, Student Equity Plan, and other related student success initiatives and/or legislation.
2. Educational institutions, news media, and community groups in the college's service area.

3. Methods and practices of public communication, outreach and involvement including marketing techniques.
4. Recruitment techniques used in educational institutions.
5. Budget preparation and control.
6. Student activities and services at the college.
7. Record keeping and report preparation techniques to ensure information is accurately presented and reported.
8. Proper English usage, including spelling, grammar, and punctuation in order to compose items such as correspondence and/or reports.
9. Customer service principles in order to appropriately interact with students, staff, faculty, and the public.
10. Current computer operating systems, software applications and office productivity software such as word processing, spreadsheets, calendaring, presentation, and database programs.

**Skill to:**

1. Independently plan and implement a comprehensive and innovative student outreach program, student success and support program plan, student equity plan and other recruitment programs.
2. Coordinate complex and diverse recruitment activities in support of student success programs.
3. Analyze a variety of administrative problems to make sound policy and procedural recommendations for their solutions.
4. Make effective oral presentations to a variety of audiences with differing levels of knowledge regarding student services.
5. Effectively communicate with individuals for whom English is not a primary language.
6. Exercise tact, diplomacy and confidentiality in dealing with sensitive and complex issues and situations.
7. Plan and organize work to meet established timelines and department schedules.
8. Operate standard office equipment such as computers, fax machines, copy machines, telephones, and others.
9. Utilize word processing, spreadsheets, email, online calendaring and data entry/retrieval from database programs.
10. Rapidly learn and acquire skills in areas and technologies not previously assigned.
11. Type at a sufficient speed to maintain workflow.

**Ability to:**

1. Develop and direct a comprehensive Student Success and Support Program Plan and Student Equity Plan, founded upon enrollment management principles.

2. Effectively represent the District and campus at community events and present clear, concise, comprehensive reports to all in attendance.
3. Establish and maintain effective working relationships with District and campus administrators, management, staff, students, diverse community, collaborative partner contacts, independent programs consultant/trainers, and the public.
4. Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administrators and staff.
5. Promote workplace diversity and a positive work environment.
6. Analyze problems, develop sound problem-solving models, and propose logical solutions to problems.
7. Research, evaluate data, and prepare comprehensive, concise reports and recommendations.
8. Prepare and monitor a budget.
9. Learn Title V, California Education Code, Merit System Rules, Board Policy, Administrative Regulations and collective bargaining agreements in the District.
10. Maintain confidentiality of sensitive information and records.
11. Supervise, train, and evaluate personnel.
12. Operate computers and their peripherals.
13. Use current common software applications in order to accurately enter and retrieve data.

**Education & Experience**

Any combination of education and/or experience, which demonstrates that the individual is likely to possess the required knowledge, skills and abilities: Master's degree from an accredited college or university, preferably in educational administration, counseling, organizational behavior, or a related field and 2 years or more of increasingly responsible experience working in a student services program involving the matriculation process, including at least one year of lead or supervisory experience.