

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR – EQUITY, DIVERSITY, AND CULTURAL COMPETENCY

BASIC FUNCTION:

Under the direction of the Executive Vice President, Educational Programs, develop and implement short and long range plans and strategies pertaining to campus diversity and equity, and meet District goals and objectives for the development and implementation of the Student Equity Plan. Collaborate and coordinate efforts with other administrators who are responsible for implementation of the Student Success and Support Program mandates and with those responsible for the District Equal Employment Opportunity Plan and Title IX. Serve as a resource specialist and facilitator for cultural diversity across the campus.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Develop and implement short and long-range plans and strategies pertaining to campus diversity and student equity, and meet District goals and objectives for the development and implementation of the Student Equity Plan.

Develop training for diversity and student equity in collaboration with the Professional Development Advisory Committee and Faculty Professional Development Committee. Serve as a resource specialist and facilitator for cultural diversity efforts across the campus and as a resource for faculty and staff facing issues related to equity/diversity/cultural competency.

Coordinate efforts with other Educational Program administrators who are responsible for implementation of the Student Success and Support Program mandates.

In cooperation with other administrators, coordinate and implement strategies designed to improve equal employment opportunity within the institution; serve on District Equal Employment Opportunity Committee. Maintain currency in trends, laws, regulations, guidelines and practices pertaining to equal employment opportunity; serve as a resource to the campus community in creating and implementing the District EEO Plan.

In cooperation with the Vice President, Human Resources, plan and implement Title IX training for campus community, receive and resolve employee and student complaints related to Title IX.

Collaborate with campus groups (e.g., curriculum advisory committee, academic senate, student senate, administrative leadership, classified consultation group, Basic Skills Initiative, and other categorical programs) to support the College's mission and vision while providing innovative solutions as they relate to cultural competency and student success. Work with the entire campus community to infuse effective practices into our services and educational programs.

Provide leadership, goal setting, planning and project management for the Student Equity Plan and Committee; co-chair the Student Success Support Programs/Student Equity Committee Steering Committee. In collaboration with faculty, staff, students, and administration, lead the College's Student Equity Plan efforts in achieving access, retention and student success targets; develop operational guidelines and procedures for implementing the Student Equity Plan; lead planning and implementation meetings.

Maintain currency regarding effective practices, research on equity, diversity, and cultural competency. Maintain currency in trends, laws, regulations, guidelines and practices pertaining to the areas of responsibility through continued study and participation in professional organizations. Seek and participate in professional development activities.

Establish relationships and maintain contact with other campus offices involved with community outreach and student recruitment, data collection and analysis. Attend and conduct various meetings; represent the institution at relevant local, regional and state meetings as requested.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Plans and strategies pertaining to campus diversity and equity.

Current effective practices and research on equity, diversity, and cultural competency.

One's own cultural identity and views about difference, and the ability to learn and build on the varying cultural and community norms of students.

Teaching and/or facilitation techniques with diverse populations.

Issues of cultural diversity and equity, gender, sexual orientation, and ability.

Equal Opportunity principles and legal requirements.

Applicable laws, codes, regulations, policies and procedures.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Recordkeeping and report preparation techniques.

Budget preparation and control.

Public relations techniques.

ABILITY TO:

Utilize excellent written and oral communication skills to effectively facilitate and interact with a wide range of administrators.

Develop and implement short and long range plans and strategies pertaining to campus diversity and equity.

Meet District goals and objectives for the development and implementation of the Student Equity Plan.

Meet District goals and objectives for the development and implementation of the EEO Plan.

Work collaboratively and cooperatively with other administrators and related representatives.
Establish and maintain cooperative and effective working relationships with others.
Maintain currency regarding effective practices, research on equity, diversity, and cultural competency.
Maintain currency in trends, laws, regulations, guidelines and practices pertaining to the areas of responsibility through continued study and participation in professional organizations.
Understanding of and sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty, and staff.
Work independently with little direction.
Plan and organize work.
Meet schedules and time lines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Master's degree in a related field, and 2 years increasingly responsible experience working with diverse student populations and equity issues, in a teaching, training or facilitation role.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Frequent interruptions.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting, standing for extended periods of time.
Mobility to reach various locations, on-and-off campus.
Hearing and speaking to exchange information and make presentations.
Bending at the waist, kneeling or crouching to file and retrieve materials.
Reaching overhead, above the shoulders and horizontally.
Able to lift and carry moderately heavy materials as required.