

# **Dean, Student Success and Equity**

## **Barstow Community College District**

### **JOB DESCRIPTION**

#### **Definition**

Under the supervision of the appropriate Vice President, the Dean of Student Success and Equity has a primary responsibility to lead the development, implementation, and evaluation of the College's Student Success and Equity initiatives, plans, and programs. The Dean serves as the liaison and leads the coordination with other College departments in the effective delivery of student success and support services initiatives to ensure that the College fulfills its responsibility in Student Equity and Student Success mandates. The Dean will work collaboratively with all groups across the campus to implement strategies, services and initiatives to address disproportionality in educational success, especially for under-served students.

#### **Examples of Duties**

1. Chairs the Student Success and Student Success and Equity Committee, which is responsible for the planning, development, implementation and coordination of the College's Student Success and Support Program Plan and the Student Equity Plan;
2. Serves as the primary point of contact in coordinating SSSP and Student Equity activities, implementation strategies and evaluation of outcomes within Student Services and between Student Services and Academic Affairs, and other College divisions, working closely with the VPs of Academic Affairs and Student Services;
3. Provides supervision and direction for specific programs and services established to address the disproportionality of access and success of particular groups of students;
4. Works closely with the Deans of Academic Affairs and faculty, in the development and implementation of strategies that improve student success in the classroom;
5. Develops, promotes and supports instructional and student support connections that foster and enhance student success, including the integration of new technology into the learning process and the initiation of supplemental learning across disciplines;

6. Creates and implements a system for tracking students to services received, including administering and evaluating the College's Early Alert Program;
7. Works cooperatively with Admissions and Records and Academic Deans in outreach and recruitment activities including special activities for first year students such as Senior Days and the Summer Bridge Program;
8. Collaborates closely with the Director of Research and Institutional Effectiveness to plan, facilitate, and coordinate research and professional development strategies and activities for the SSSP and the Student Equity Plans that are based on data driven assessment;
9. Works with VPSS to provide evaluation of follow-up counseling services such as those for students having academic problems, students lacking educational objectives and/or students on academic or progress probation/dismissal.
10. Works with the College's Public information Officer to provide timely updates, communication and information flow between the key stakeholders working on the Student Equity and SSSP plans, activities, programs, and services;
11. Meets regularly with the Vice Presidents of Academic Affairs and Student Services and periodically with the Executive Cabinet to ensure that Student Equity and Student Success related issues are an integral aspect of all institutional initiatives and strategic planning;
12. Participates in the non-instructional program review process;
13. Supervises and evaluates assigned faculty and staff as appropriate;
14. Coordinates the District's response and prepares reports, based on disaggregated data regarding student participation in specific activities contained in the SSSP and Equity Plans;
15. Monitors project budgets to assure expenditures comply with established budgetary procedures; analyzes and reviews budgetary and financial data; authorizes expenditures in accordance with local and state regulations; submits required financial reports to the District and State;
16. Attends, conducts and participates in a variety of district meetings and committees as assigned; serves as a member of the Student Services and Academic Affairs teams; prepares and delivers oral presentations;
17. Serves as a resource to the College on equity and diversity issues and strategies;

18. Assists the College in creating a campus environment that values and reflects multi-cultural diversity;

19. Performs other duties as assigned.

## Qualifications

### Minimum

- Master's degree in Education, Leadership, Counseling or other academic discipline.
- Three years demonstrated progressively responsible leadership and supervisory roles in an educational setting.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

## Knowledge and Abilities

### Knowledge of:

- Current issues, trends, and best practices used in student success and equity.
- Specific approaches, theories, and strategies to address disparities in student success and access to higher education for particular student groups;
- Different research methods for use in measuring student success and progress of equity-based efforts;
- Professional development strategies related to equity, diversity, and inclusion;
- Cultural competency as it relates to the understanding of and sensitivity to meeting the needs of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of the students;
- Program review, outcomes evaluation, and research methodology in measuring student success factors and disproportionate impact;
- The operation of a Student Services area with particular experience in overseeing equity-focused services, such as those targeting specific groups of students who have been less successful academically.
- Microsoft Office and database software applications.
- Mission of California Community Colleges.

### Ability to:

- Communicate effectively both orally and in writing.

- Work effectively with students, faculty, staff, and industry.
- Work effectively with representatives of educational agencies, business, government, and the community-at-large in the development, and implementation of student success and equity initiatives and programs.
- Develop and manage a budget.
- Demonstrate computer competence.
- Demonstrate leadership abilities.
- Develop and submit reports in a timely fashion.
- Apply policies and procedures consistently and correctly.
- Demonstrate sensitivity in working with people of diverse racial, ethnic, and socioeconomic backgrounds, as was as those with disabilities.
- Demonstrated ability to use initiative and resourcefulness in problem-solving.

## 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  
 Occasional—25-50 percent = 2

Often—51-75 percent = 3  
 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.
2	Ability to stand for extended periods of time.
2	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.
4	Ability to communicate so others will be able to clearly understand a normal conversation.
2	Ability to lift 10 pounds.
2	Ability to carry 10 pounds.
4	Ability to operate office equipment.

## Status/Rationale

This is an educational administrator position, Range 17. This position has direct responsibility for formulating and implementing policy regarding the instructional and student services programs of the District.

Board Approved 01/20/2016