

PALOMAR COMMUNITY COLLEGE DISTRICT

Classification Title: Director, Student Success and Student Equity

Department: Counseling Services

FLSA Status: Exempt

Staff Category: Administrative Association (Classified Administrator)

Salary Range: 60

Supervision Received From: Dean, Counseling Services

Original Date: March 2015

Supervision Given: Assigned classified, hourly, and volunteer staff

Last Revision: March 2015

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.

JOB SUMMARY. In coordination with the Dean of Counseling Services and the Vice President of Student Services, plans, develops, organizes, coordinates, reviews, and evaluates the operations and activities of the Student Success and Support Program (SSSP) and the Student Equity Program at Palomar College; ensures the timely development, implementation, and promotion of program services, events, operations, and activities; coordinates assigned activities with other College programs and departments and outside agencies; and provides responsible and complex management support to the Dean, Counseling Services and Assistant Superintendent/Vice President of Student Services.

DISTINGUISHING CHARACTERISTICS.

The Director, Student Success and Student Equity is distinguished from other directors in the Student Services division by its responsibility for administering the District's Student Success and Support Program and Student Equity Program, activities, and services.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

Essential responsibilities and duties may include, but are not limited to, the following:

1. Perform full supervisory activities, subject to management concurrence and in accordance with applicable College policies, which includes selecting and training new employees; planning, assigning, scheduling, and evaluating completed work; approving overtime as required; preparing and signing employee performance evaluations; recommending salary reclassifications; responding to grievances and taking appropriate disciplinary action; and performing related supervisory activities.
2. Develops, implements, monitors, reviews, and submits to the California Community Colleges Chancellor's Office the SSSP and Student Equity program plans in coordination with the Dean, Counseling Services and the Assistant Superintendent/Vice President of Student Services.
3. Evaluates and monitors progress towards plan and program objectives and operations to ensure effective delivery of services to students in conjunction with other College programs, departments, and committees.
4. Composes, produces, and distributes various narrative and/or statistical reports as applicable, requested, or required by the California Community Colleges Chancellor's Office or college councils, committees, or workgroups.
5. Develops, implements, monitors, and reviews the SSSP and Student Equity budgets and program expenditures in coordination with the Dean, Counseling Services and the Assistant Superintendent/Vice President of Student Services.
6. Develops and facilitates collaborative working relationships and partnerships with other college programs, departments, committees, and workgroups.

7. Develops and maintains procedures for accurate and timely data collection including Chancellor's Office Management Information System (MIS) data, SSSP and Student Equity reporting requirements, and utilization of data for program review and service area outcomes.
8. Reviews and monitors program data elements, including MIS data, and objectives in conjunction with the departments of Enrollment Services, Information Services, and Institutional Research and Planning.
9. Prepares and delivers oral presentations and workshops on topics related to SSSP and Student Equity to internal groups including, but not limited to, the District's shared governance groups, Governing Board, and executive administration and to external groups at conferences and other events.
10. Actively participates in and supports the College's Student Success and Student Equity Council and assigned workgroups.
11. Provides technical expertise and response to questions and other concerns related to assigned responsibilities.
12. Serves as a liaison to staff, faculty, and administrators regarding SSSP and Student Equity issues.
13. Participates in shared governance through service on planning and/or operational committees and task forces.

Marginal Functions:

1. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Knowledge of:

1. Management principles and practices, including selection, training, evaluating, and discipline.
2. Practices, policies, and procedures relative to SSSP and Student Equity.
3. Procedures, methods, and techniques of budget preparation and maintenance.
4. Public and community relations principles, including the use of tact, patience, and courtesy.
5. Modern office procedures, methods, and equipment including computers and applicable software programs relevant to assigned area of responsibility.
6. Principles and practices of data collection, research, and report preparation.
7. Proper English usage, spelling, grammar, and punctuation.
8. Effective public speaking techniques.
9. Principles of basic mathematics.
10. Pertinent federal, state and local codes, laws and regulations, including the California Education Code and applicable sections of Title 5 of the California Code of Regulations.
11. Community college programs, services, operations, and activities.

Skill in:

1. Selecting, supervising, training, delegating tasks to, and evaluating staff.
2. Applying pertinent federal, state and local codes, laws and regulations including the California Education Code, applicable sections of Title 5 of the California Code of Regulations, SSSP, and Student Equity.
3. Compiling, organizing, analyzing, and interpreting complex data and information from a variety of sources.
4. Budget development and maintenance.
5. Interpreting, applying, and explaining complex rules, regulations, policies, and procedures.
6. Preparing clear and concise reports.
7. Operating office equipment including computers and applicable software programs.
8. Communicating clearly and concisely, both orally and in writing.

9. Developing and giving oral presentations to small and large groups.
10. Coordinating activities effectively with other individuals and organizations.
11. Managing multiple responsibilities simultaneously.
12. Assessing difficult situations with accuracy and adopting effective courses of action.
13. Establishing and maintaining effective working relationships with those contacted in the course of work.
14. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds in a community college.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience, including one year of supervisory experience, in a student services setting related to Student Equity and the core functions of the SSSP, including experience in one or more of the following areas: assessment, counseling/advising, orientation, and/or follow-up for at-risk students.

Education/Training:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in business administration, public administration, psychology, social sciences, or a related field.

Preferred Qualifications:

A Master's degree from an accredited college or university.

WORKING CONDITIONS.

Environmental Conditions:

Office environment; exposure to computer screens, noise and electrical energy; extensive contact with faculty, staff, students, and the public.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for walking, standing, and sitting for extended periods of time. Must be able to travel to District and other locations.

Terms of Employment:

All positions within this classification are specially-funded, and the duration of any position in this classification is dependent upon the continuation of funding.