Director, Guided Pathways, Equity & Achievement

Range 16

Under the supervision of an administrator, the Director, Guided Pathways, Equity & Achievement has a primary responsibility to lead the development, implementation, and evaluation of the College's Guided Pathways and Equity initiatives, plans, and programs. The Director serves as the liaison and leads the coordination with other college departments in the effective delivery of support service initiatives to ensure that the college fulfills its responsibility in Guided Pathways and Student Equity mandates. The Director will work collaboratively with all groups across the campus to implement strategies, services and initiatives to address outreach, access, and disproportionality in educational success.

Examples of Duties

1. Co-chairs the Guided Pathways committee, which is responsible for the planning, development, implementation and coordination of the College's Guided Pathway and Student Equity Plan in coordination with the college Strategic Plan

2. Serves as the primary point of contact in coordinating Guided Pathway and 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 Dean of Counseling and 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 students

4. Works closely with the college Deans 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 Enrollment Services and Academic Deans in outreach and recruitment activities including special activities for first year students

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 Guided Pathways and Student Equity Plans that are based on data driven assessment

9. Works with the Dean of Counseling 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 Guided Pathways and Student Equity plans, activities, programs, and services

11. Participates in the non-instructional program review process

12. Supervises and evaluates assigned staff as appropriate

13. Coordinates the District's response and prepares reports, based on disaggregated data regarding student participation in specific activities contained in the Guided Pathways and Equity Plans

14. 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

15. 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

16. Serves as a resource to the college on equity and diversity issues and Guided Pathway best practices and strategies

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

18. Performs other duties as assigned.

Minimum Qualifications

 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 and Guided Pathways

 Specific approaches, theories, and strategies to address disparities in student success and access to higher education for 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 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

Board Approved: June 19, 2019