

San Jose · Evergreen Community College District Educational Management Job Description

Position: Dean, Academic Success and Student Equity

Department: Student Affairs

College: San Jose City College

Date: October 14, 2020

POSITION PURPOSE

Reporting to the Vice President of Student Affairs, in collaboration with the Vice President of Academic Affairs and the College President, the Dean of Academic Success and Student Equity leads the college's Diversity, Equity, and Inclusion (DEI) Program, Student Equity and Achievement Program (SEAP), Dual Enrollment Program, San Jose and Milpitas Promise Program, and Learning Resources support in collaboration with management across academic and student services. The Dean is responsible for providing leadership in the planning, organizing, administering, developing, evaluating and implementing of projects and activities related to the DEI, SEAP, its outcomes, and learning resources. The Dean works across divisions to organize and lead the College's Dual Enrollment and San Jose/Milpitas Promise Program. Responsibilities have a strong emphasis on student success and degree completion in alignment with the College's Strategic Plan and objectives. The incumbent ensures compliance with applicable laws, statutes, regulations, policies, and procedures connected to funding sources supervised by this position.

NATURE and SCOPE

The Dean of Academic Success and Student Equity is responsible for campus-wide administration of Learning Resources Center and its tutoring programs, cohort programs including Umoja and Puente, Dual Enrollment Program, and the San Jose/Milpitas Promise Program. The Dean is also responsible for campus-wide oversight of the Diversity, Equity, and Inclusion Program and other Student Equity activities related to Affordability and Basic Needs. Responsibilities include selection and evaluation of faculty, classified staff, and program budget development and monitoring related to the assigned programs and services.

KEY DUTIES and RESPONSIBILITIES

1. Plan, implement and evaluate short- and long-range strategies, goals and objectives in collaboration with division deans for academic department curriculum, accreditation requirements, including student learning outcomes, program review, and related programs, projects, staffing, accountability, services, activities, and facilities utilization, in conjunction with senior administrative staff, faculty senate representatives and other groups as appropriate.
2. Collaborate with College President, District Human Resources, Professional Development Coordinator, and managers, faculty, and classified to develop, implement, and evaluate the Diversity, Equity, and Inclusion Program.
3. Research, recommend, develop and foster partnerships with other educational institutions and community organizations in conjunction with administrators, faculty and other classified professionals.
4. Collaborate with academic and student support program managers, faculty and classified professionals to build, foster and advance student-centered programs, services and activities.
5. Collaborate with Research and Planning to use research data to make informed decisions, and submit timely reports as required by the college and by various state and federal agencies.
6. Direct, supervise and evaluate the college's Dual Enrollment program and San Jose/Milpitas Promise program.

7. Direct, supervise and evaluate the work of the Learning Resource Center and Tutoring programs including Peer Leadership.
8. Direct, supervise and assist with SEAP cohort learning community programs including Umoja and Puente.
9. Research, develop, recommend, implement and evaluate externally-funded initiatives and opportunities.
10. Plan, implement, and evaluate activities to ensure that academic support services are regularly assessed for evidence of student achievement and learning, particularly with regard to student learning outcomes assessment and accreditation standards.
11. Work with faculty and other Deans to plan for curriculum development, modifications and deletions; set priorities for resource needs; provide program analysis.
12. Provide leadership and participate in the planning, development, implementation and evaluation of department budgets.
13. Direct and monitor the work of faculty and other classified professionals on special projects and initiatives.
14. Supervise and evaluate the performance of assigned faculty and staff; interview and participate in selecting employees; orient, train, counsel, discipline and terminate personnel according to established policies and procedures.
15. Plan and recommend resource allocations that support instructional and student support programs including staffing, technology, facilities and fiscal accountability.
16. Participate in and provide guidance on shared governance consultation and collaborate with the Academic Senate and other representative groups in regards to the planning, implementation and review of academic programs, services, activities and related matters.
17. Research and recommend improvements programs and services.
18. Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

1. Higher education in community colleges and pertinent federal/state regulations.
2. Diversity, Equity, and Inclusion best practices and professional learning strategies to address racism, sexism, homophobia and transphobia, ableism, and other oppressions.
3. Equity-minded and high impact instructional and student services strategies.
4. Learning assistance programs and learning-centered strategies.
5. Distance learning technology, instructional delivery modalities and distance education.
6. Learning communities, service learning, or other student learning programs.
7. Learning Resource Center and tutoring center operations.

8. Role and purpose of technical systems in providing instruction and instructional support.
9. Principles of program evaluation, student assessment, and curriculum development.
10. Budget preparation and control.
11. Principles and practices of administration, supervision, and training.
12. Interpersonal skills using tact, patience, and courtesy.

Skills and Abilities to:

1. Plan, organize, develop, and evaluate the programs, activities, and curriculum of a college instructional department with faculty and staff to meet student and community needs.
2. Plan, organize, facilitate, and evaluate DEI and campus climate related activities, including student and employee trainings.
3. Communicate effectively, both verbally and in writing, with faculty and staff, students, and community members.
4. Work effectively with students, faculty, and staff from diverse backgrounds and promote access, success, and equity.
5. Recruit, train, supervise, and evaluate personnel.
6. Analyze situations accurately and adopt an effective course of action.
7. Plan and organize work to meet schedules and time lines.
8. Understand the needs of the division in the context of the overall instructional programs and participate with the management team to coordinate projects and set goals and priorities for the College as a whole to offer effective services to students.
9. Organize and chair meetings, lead workshops, facilitate group discussions, and involve faculty and staff in idea generation, goal setting, and decision making.
10. Develop grants or special project applications.

Education and Experience:

1. Master's degree in a discipline related to the assignment.
2. One year of formal training, internship or leadership experience reasonably related to the administrative assignment.
3. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.

Desirable Qualifications:

1. Knowledge of current statewide efforts focused on affordability and basic needs, promise programs and guided pathways at community college level.
2. Experience in using data to assess and evaluate programs to make data-driven decisions.

Working Conditions:

1. Typical office environment.

Board Approved: 5/12/2020, 10/13/2020

Salary Range: M-30

EEO-Category: 2B1 – Executive/Administrative/Managerial