

# **CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT**

## **DEAN, SPECIAL PROGRAMS, STUDENT EQUITY AND SUCCESS**

### **ACADEMIC MANAGEMENT CLASS SPECIFICATION**

*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.*

#### **MANAGEMENT RESPONSIBILITY**

The Dean, Special Programs, Student Equity and Success is a management position designated by the Board of Trustees of the Chabot-Las Positas Community College District. The Dean is responsible for the satisfactory completion and/or coordination of the listed duties and responsibilities either directly or through administrative review. The Dean is charged by the Board of Trustees with the satisfactory implementation of Board policy and District procedure as applicable to the position. In addition, the Dean is expected to participate in the formulation of District policies by making appropriate recommendations for improvements or additions in policy or procedure through his or her reporting authority and/or by serving on District-wide management councils.

#### **GENERAL DESCRIPTION**

The Dean, Special Programs, Student Equity and Success is responsible for the planning, development, quality, implementation, supervision, and evaluation of student programs and services including, but not limited to, specially funded programs and specialized instruction and services to targeted student populations. This includes but is not limited to the following student groups: ethnic and language minority students, economically and academically disadvantaged students, students with physical, communicative, psychological and learning disabilities, re-entry/single parents, workers in transition, and school-to-work programs and services. The position incorporates advocacy for student accessibility and equal educational opportunity for a diversity of student groups. Direct responsibility is to the Vice President for Student Services.

#### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

The Dean, Special Programs, Student Equity and Success shall:

1. Responsible for the overall leadership, development, implementation, supervision, and evaluation of special student support programs and services (i.e. EOPS, CARE, DSPS, CalWORKs, etc.), including learning communities and centers (i.e. Puente, Umoja, BCRC, Dream Center, etc.) and other programs as assigned and developed through grant-writing and acquisition of resources allocated for special programs and services.
2. For each of the special programs, responsibility includes:
  - a. leading and overseeing student equity/success strategies for the College through collaboration with faculty, staff, and administrators;
  - b. facilitating collaborative relationships with other student services and instructional units, including coordinating with academic services for the development and implementation of curriculum for each of the special programs;

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- c. developing the staffing for programs and services including the hiring, supervision, and evaluation of all full- and part-time coordinators, instructional and counseling faculty and classified staff;
  - d. interpreting County, State and Federal policy and legislation governing administration, regulations, and student eligibility for each special program;
  - e. administering budget planning and development, expenditure monitoring, and quarterly and year-end reports for submission to college, county, State and Federal agencies;
  - f. working closely with the Office of Institutional Research to assist in the development of appropriate evaluative methodology, research, statistical reports, and other outcome measurements to identify disproportionate impact to assess Student Equity/Success and Support Program effectiveness, and to identify future goals and strategies to enhance student equity and success ensuring quality of program accountability including program reviews and audits for evaluation of student outcomes and overall program quality;
  - g. designing continuing staff development and specialized training programs for all staff employed with the special programs, and to educate the college-at-large;
  - h. leading and facilitating grant and proposal-writing to strengthen and support the enhancement and growth of diverse student populations;
  - i. designating representative appointments to local Advisory Committees for the special programs; and
  - j. facilitating marketing and public information functions for program promotion.
3. Responsibility for ensuring student access to specific program services which includes:
- a. community and high school outreach;
  - b. academic, career, and personal counseling;
  - c. new student assessment and orientation;
  - d. curriculum development and special instruction offerings;
  - e. paraprofessional and peer advising support services;
  - f. interagency collaboration for community resources and referral information and services for students;
  - g. consortial transfer activities with four-year colleges' special programs;
  - h. child care information, referral and subsidized payments;
  - i. financial aid, work-study, and emergency loan programs for low-income students;
  - j. various academic accommodations for students with disabilities;
  - k. developing techniques and activities to foster job development and placement services.
4. Serve as the liaison and college official representative to County Department of Workforce & Resource Development, Welfare, and Employment Development Department;
5. Serve as Evening/Saturday administrator, as required.
6. Perform all other related and implied duties and such others which may be assigned by the Vice President of Student Services and/or the President.

**MINIMUM QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge, Skills, and Abilities:**

1. Counseling and/or administrative experience in a community college preferred.
2. Experience working with and administering grants especially grant management procedures, program evaluation and report preparation.
3. California Community College Student Success Act, Student Equity and Student Success and Support Program (SSSP) guidelines and regulations.
4. California Education Code, Title 5, Chancellor's Office administrative procedures, Federal laws and regulations and other legal parameters that affect the policies and practices of the student success and equity of the District.
5. Current research and best practices in student success and equity.
6. Envision, develop, and maintain short- and long-term strategic student equity/success initiatives.
7. Strong planning, communications, and organizational skills.
8. Ability to establish collaborative relationships with college and community personnel.
9. Ability to work independently and be a self-starter.
10. Demonstrated experience with working in an educational environment, preferably in an institution of higher education.
11. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

**Minimum Education & Experience:**

**Education/Training:**

Master's Degree from an accredited institution of higher education.

**Experience:**

1. Two years of experience in the administration of educational programs and services dealing predominantly or exclusively with special student populations, e.g. ethnic minorities and persons with diverse academic, socioeconomic, and cultural backgrounds, including those with physical or learning disabilities;
2. One additional year of experience in community college student services in an area related to the assignment or the equivalent.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

Performance of the duties of this job may include the following physical activities: standing, walking, stooping, reaching and manipulating (lifting, carrying, moving) light to medium weights of 10-30 pounds, sitting for prolonged periods of time; visual acuity for reading numerical figures; good hand-eye coordination; arm, hand and finger dexterity, including ability to grasp; and visual acuity to use a keyboard, operate equipment, and read application information. Performance of the

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duties of this job frequently involves sitting, reaching with hands and arms, talking, and hearing. This position also involves regular travel to various locations.

**APPOINTMENT**

The Dean, Special Programs Student Equity and Success shall be selected by the Board of Trustees upon the nomination of the College President and District Chancellor.

**NOTE**

This class specification is not necessarily all-inclusive in terms of the duties and responsibilities.