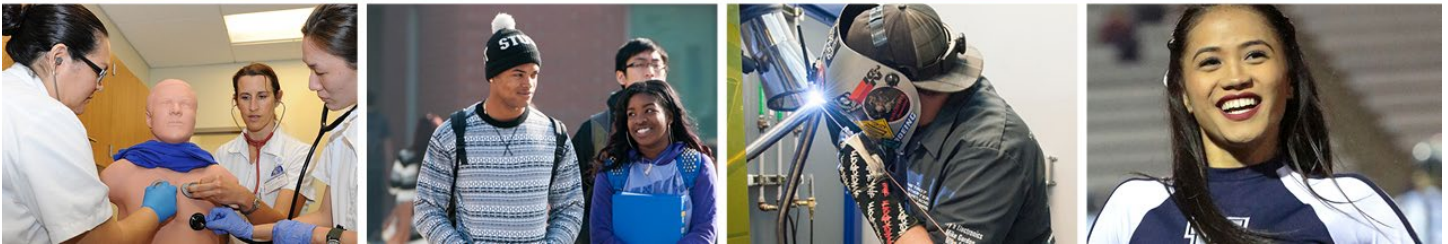




El Camino College

Director of Student Equity and Achievement



THE POSITION

Under the direction of the assigned Dean, the Director of Student Equity and Achievement will lead, plan, organize, and manage student equity and achievement efforts to close the achievement gaps for underrepresented student groups and advance the College’s mission. The Director will take the leadership role in being responsible for the college’s adherence to the guidelines, policies, and procedures outlined in the College’s Student Equity and Achievement Plan. The Director will provide leadership to all personnel in order to satisfy the goals and objectives of the Student Equity and Achievement Plan

ABOUT EL CAMINO COLLEGE

El Camino College (ECC) is situated on a beautiful and spacious 126-acre campus near Torrance, California. We are located in Los Angeles County, just minutes from South Bay beaches. Our community serves a diverse student population including new and re-entering students and those pursuing certificate, degree, and transfer goals.

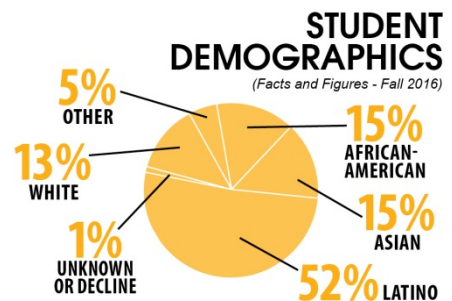
As a comprehensive two-year college, El Camino College serves approximately 25,000 students each semester, the majority of whom are from diverse populations. The ideal candidate will share ECC’s commitment to educating its racially and socio-economically diverse student population including students with disabilities.

El Camino College provides many opportunities for students to succeed. Through the Honors Transfer Program, El Camino College transfers hundreds of students each year to four-year universities around the country. Top transfer institutions include UCLA, USC and UC Davis. El Camino College is regularly among the top five community colleges in Southern California for students admitted to CSUs, and the top ten for UCs. Students are also supported by an extensive scholarship program, with approximately \$600,000 awarded annually.

With the passage of general obligation bond measures in 2002 and 2012, the District has undergone a substantial transformation campus-wide. Over the next 10 years, capital construction projects, as well as new initiatives to support student success, will strengthen El Camino College as a premier institution for teaching and learning.

MISSION STATEMENT

El Camino College makes a positive difference in people’s lives. We provide excellent comprehensive educational programs and services that promote student learning and success in collaboration with our diverse communities.



DIRECTOR OF STUDENT EQUITY AND ACHIEVEMENT

Division: Student Support Services
Posting Closing Date: January 30, 2019
Req: C1819-021
Location: El Camino College
Position Type: Classified Administrator

REPRESENTATIVE DUTIES

- The duties of the Director of Student Equity and achievement may include, but not be limited to, the following:
- Provide leadership to the operation of all Student Equity and Achievement Plan components. Accept overall responsibility for meeting compliance requirements, reports, budgets, and monitoring of timelines and quality of outcomes.
- Communicate goals and objectives of the Student Equity and Achievement Plan to the college community. Ensure that planning efforts and objectives are integrated with the College's Strategic Master Plan. Manage priorities and resolve conflicts in a collegial manner.
- Assume responsibility for the timely completion and evaluation of all activities and program objectives as detailed in the Student Equity and Achievement Plan, including scheduling and approval of professional development, monitoring of implementation, evaluation of pilot interventions, and other activities.
- Research and identify relevant programs and consultants to bring on campus; facilitate meetings with key stakeholders. Travel and approve travel for others to attend relevant conferences/workshops and maintain professional currency in the field.
- Lead the ongoing analysis and evaluation of campus-wide student equity and achievement needs. Oversee the development and delivery of student equity and achievement information, training materials, workshops, seminars, programs, etc. Assess the effectiveness of student equity and achievement efforts against the goals and objectives of the Student Equity and Achievement Plan.
- Gather monthly progress reports and issue quarterly reports summarizing progress. Coordinate the overall evaluation of programs with an external evaluator and college staff.
- Develop and administer budgets in accordance with the terms of the fund award; maintain funds in separate/restricted accounts. Ensure consultants and contracts are within institutional, state, and federal requirements. Approve expenditures and budget adjustments as authorized.
- Supervise all classified professional staff assigned to department. Determine staffing needs based on operational goals and objectives. Maintain monthly time and effort records on all personnel who work on the program. Approve plans for staff training and professional development activities as needed.
- Resolve problems referred by other college personnel and provide policy and/or regulatory interpretations as needed. Respond to requests from senior administrators and other college officials seeking assistance and expertise on student equity and achievement issues.
- In collaboration with key college constituencies plan strategies and budget for effective programs that satisfy the goals and objectives of the Student Equity and Achievement Plan.
- Prepare required reports for the Chancellor's Office, including any interim reports, the Annual Performance Report, and the Final Report.
- Perform other related duties as assigned or requested.

EDUCATION AND EXPERIENCE

MINIMUM QUALIFICATIONS:

Education and Experience:

Master's degree and at least 2 years administrative experience, preferably in grant-funded project/program management at the federal and/or state level. Combined experience/education may substitute for minimum education.

- Experience managing large and complex projects/programs and/or federal contracts (including budgets and reporting) in higher education setting. Title III or Title 5 experience preferred.
- Must have demonstrated experience showing sensitivity to, and understanding of, diverse academic, socioeconomic, cultural, and ethnic backgrounds of college students, and of individuals with disabilities.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

- Principles and practices of supervision and training.
- Applicable laws, codes and regulations, policies, and procedures. Interpersonal skills using tact, patience, and courtesy.
- Knowledge of relevant software.
- Organizational, operational, and structural functions of postsecondary institutions

Abilities/Skills:

- Supervise and evaluate the performance of assigned staff.
- Communicate effectively both orally and in writing.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and appropriate office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Work independently with little direction.
- Plan and organize work.
- Lift up to 25 pounds.

Licenses or Other Requirements:

- Valid California driver's license

COMPENSATION AND BENEFITS

SALARY RANGE: \$106,634-\$123,627

- The College provides a diversified insured benefit program for all full-time employees, including medical, dental, vision and life insurance. Dependent medical, dental and vision insurance is available, toward which both the College and the employee contribute.
- Paid sick leave is granted equal to one day for each month of service. Sick leave may be accumulated indefinitely. Rather than State Disability Insurance, limited sick leave benefits are available for days beyond the earned sick leave days and are paid at 50 percent.
- Full-time employees contribute a percentage of their regular salary to either the State Teachers Retirement System (STRS) or to the Public Employees Retirement System (PERS) and Social Security.

CONDITIONS OF EMPLOYMENT

Full-time, 12-month classified administrator position. Excellent fringe benefits, including eight 32-hour work weeks during the summer. Employment is dependent upon satisfactory employment verification, fingerprint check, and tuberculosis examination. Selected candidate must provide identification and work authorization.

TO APPLY

An applicant must submit the following by the closing date:

1. Online application: <http://www.elcamino.edu/jobs>
2. Cover letter describing how applicant meets the qualifications.
3. Résumé including educational background, professional experience, and related personal development and accomplishments.

- Pertinent transcripts as stated in the required qualifications. (Unofficial computer-generated academic records/transcripts must include the name of the institution and degrees awarded to be acceptable.) Multiple page transcripts must be loaded as ONE PDF document.

Foreign Transcripts: Transcripts issued outside the United States of America require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. For information on transcript evaluation services, please visit: <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>.

Please Note: Documents submitted or uploaded for a previous position cannot be reused for other positions. You must submit the required documents for each position you apply for by the closing date. Failure to do so will result in an incomplete application. Applications with an incomplete status will not receive consideration. You may check the status of your application online.

Closing Date: Wednesday, January 30, 2019

INTERVIEW EXPENSES

Only individuals identified for FINAL interviews are eligible to have their expenses paid. Reimbursement will be limited to economy airfare (to and from point of origin) and for meals and lodging. The maximum allocated for meals, lodging and transportation is \$600. Candidate must complete a Travel Request and Reimbursement Form and submit it together with all supporting documentation to the Human Resources Department.

FOR FURTHER INQUIRIES AND APPLICATION MATERIAL SUBMISSION, CONTACT:

El Camino College
Human Resources Department
Rocio Arellano
310-660-3593, Ext. 3476
rarellano@elcamino.edu
16007 Crenshaw Boulevard
Torrance, CA 90506

The El Camino Community College District is committed to providing an educational and employment environment in which no person is subjected to discrimination on the basis of actual or perceived race, color, ancestry, national origin, religion, creed, age (over 40), disability (mental or physical), sex, gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or retaliation; or on any other basis as required by state and federal law.