



EL CAMINO COLLEGE

DIRECTOR OF TITLE IX, DIVERSITY AND INCLUSION

Classification: Classified Administrator
Salary Range: 13

Retirement Type: PERS*
Revised/Board Approval: June 17, 2024

KEY ROLES/RESPONSIBILITIES

Under direction of the Vice President of Human Resources, exercise overall leadership of the Title IX, Diversity and Inclusion department providing administrative supervision over assigned positions. Provide vision and leadership to develop, organize and implement the department's goals and objectives; plan, develop, organize schedule, direct, improve and evaluate the department's programs, services, and activities; and provide oversight, development, and coordination of all elements of the areas assigned, including Title IX, diversity, and inclusion programs and related investigations.

Foster a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the department and division; lead by example; actively participate in and support College-wide shared governance components and activities and other collaborative processes; encourage professional excellence among assigned staff; and promote, foster, and facilitate an organizational culture of customer service, teamwork, and innovation.

SUPERVISION RECEIVED and EXERCISED

- Receive general direction from the Vice President of Human Resources.
- Supervise, motivate, and evaluate the performance of assigned staff, interview and select employees; recommend promotions, transfers, reassignment, termination, and disciplinary actions to the assigned reporting level.
- Review and recommend staffing patterns, approve goals and performance objectives for personnel.
- Provide consistent direction in administering the collective bargaining agreements with faculty and classified employees; understand and interpret agreements for faculty and staff as directed.
- Foster a culture of sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, linguistic, ethnic backgrounds and disabilities of community college students, faculty, and staff.

REPRESENTATIVE DUTIES

The following duties and responsibilities are typical for this position. Incumbents may not perform all 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.

I. LEADERSHIP

1. Lead, direct, and manage the planning, development, organization, scheduling, direction, performance, and evaluation of programs and services of assigned department. Articulate a clear vision for assigned area, including resources, services, and guidance provided. Lead and manage change within assigned department and across the College as directed.
2. Demonstrate effective leadership in long-range planning, program review, and resource development activities. Promote transparency within and among assigned department.
3. Participate actively in the life of the College, including operational processes and initiatives, by serving on or leading College committees, workgroups, task forces, and councils as assigned.
4. Strengthen quality educational and support services to promote and empower student learning, success, and self-advocacy. Prepare and implement the department's budget.
5. Provide vision, leadership, and advocacy to enhance innovation and participation in issues related to assigned department to ensure ongoing sustainability for the College.
6. Support student learning using a variety of effective instructional methods, educational technologies, and college resources.
7. Demonstrate full accountability for effective and efficient utilization of resources. Control and authorize expenditures in accordance with established guidelines. Measure and assess outcomes. Identify opportunities for improvement and implement actions to strengthen services to students and the campus community.
8. Support and promote College initiatives including Diversity, Equity, Inclusion, Accessibility, and Anti-racism.
9. Serve as Campus Security Authority (CSA) for Clery Act reporting requirements. Maintain up-to-date certification for CSA status.

II. FUNCTIONAL RESPONSIBILITIES: College Level

1. Serve as a key advisor to the Vice President on strategic matters related to Title IX, Diversity, and Inclusion matters and other administrative concerns. Provide administrative guidance to the Vice President in developing and implementing strategic plans, goals, objectives, policies, and priorities.
2. Provide effective leadership and guidance over all aspects of assigned area, including resource planning, budgeting, tracking, and reporting. Provide technical expertise as directed.
3. Provide leadership over, monitor, and improve the delivery of services throughout assigned area. Promote an effective work environment that supports high performance, teamwork, continuous improvement, and ongoing sustainability of College resources.
4. Ensure the fiscal integrity of the College to promote and empower student learning, success, and self-advocacy.
5. Participate in grievances, disciplinary meetings, legal matters, and other related activities within assigned area. Be alert for and effectively manage trouble spots in assigned area.

6. Provide timely operational, technical, and financial information to the Vice President and other College administrators, as directed. Interpret routine policies and regulations and recommend appropriate courses of action in unusual and complex circumstances. Demonstrate effective stewardship through continuous monitoring and reporting of resource needs, deployment, and utilization.
7. Ensure that all programs, services, activities, events, and experiences demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, linguistic, disability, racial, and ethnic backgrounds of community college students, faculty, and staff.

FUNCTIONAL RESPONSIBILITIES: *Job Level*

1. Serve as the District's Equal Employment Officer. Develop, revise, and administer the District's Equal Employment Opportunity (EEO) Plan.
2. Chair the EEO Plan Advisory Committee and other sub-committees as needed.
3. Serve as an information resource for faculty, staff, and managers regarding equal employment opportunity procedures and regulations.
4. Provide guidance on non-discriminatory best practices in the screening and selection process and participate in these processes as required.
5. Coordinate and/or conduct training on equal opportunity best practices, sexual harassment awareness, and implicit biases. Raise awareness of the District's policy on unlawful discrimination, harassment, and retaliation for faculty, staff, and students. Deploy online trainings to search committees in the absence of administrative staff to ensure continuity of the search process.
6. Coordinate and analyze the District's workforce data and applicant pools for diversity monitoring and EEO Plan reporting.
7. Serve as the Title IX Coordinator for the District and participate in complaint intake assessments. Assign cases to other personnel as needed and ensure prompt, thorough, impartial, and equitable investigations consistent with applicable laws and District policies and procedures. Ensure accurate and timely completion of all regulatory and statutory compliance obligations.
8. Serve or assign a designee to serve as a member of the Assessment, Intervention and Management of Safety (AIMS) Team, the College's multidisciplinary campus threat assessment and behavioral intervention group.
9. Oversee and assist with the investigation and findings of complaints by any employee, student, or applicant for employment, enrollment, or use of college facilities alleging unlawful discrimination, harassment or retaliation, or alleged unlawful discrimination in relating to fair employment practices in violation of District Board Policies, Administrative Procedures, Title VII of the Civil Rights Act of 1964, Americans with Disabilities Act (ADA), Age Discrimination in Employment Act as amended, California Fair Employment and Housing Act, and/or Title IX of the Education Amendments of 1972, and any other related Federal or State law.
10. Monitor the screening and selection process of employment vacancies or promotions to ensure compliance with District policies as well as State and Federal laws.

11. Serve as the liaison with State and Federal agencies regarding alleged unlawful discrimination complaints. Partner and coordinate with key stakeholders to ensure prompt and effective responses when appropriate and overall District compliance.
12. Keep current and knowledgeable of all Federal, State, and local laws related to equal employment and diversity, and inform the Vice President of Human Resources as well as college constituents and the advisory committee of the latest developments in these areas.
13. Work with staff to prepare and submit annual EEO-related reports to the California Community College Chancellor's Office.
14. Recruit, train, and oversee the assignment of Equal Employment Representatives (EER) to serve on search committees. Market the EER Program and grow the EER participant list to ensure a diverse group of trained EERs available to assign to search committees. Manage the assignment of EERs to search committees in the absence of administrative staff to ensure continuity of the search process.
15. Schedule, train, supervise, and evaluate the work of direct reports. Develop and implement office goals and objectives. Prepare and distribute work assignments in an organized and timely manner. Regularly monitor staff performance and provide coaching for performance improvement and/or development as needed.
16. Counsel employees and students involved in allegations of unlawful discrimination or sexual harassment.
17. May report/consult with the Superintendent/President in matters of a sensitive nature, as appropriate.

III. RELATIONSHIPS

1. Develop and enhance partnerships with schools, colleges, universities, businesses, and community-based organizations to respond to the educational, workforce training, and economic development needs of the community.
2. Advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making.
3. Work closely with other departments within the Division and across the College to foster and facilitate a seamless campus experience and increase student success.
4. Work cooperatively and communicate effectively with College administrators and staff, representatives of State and federal agencies, educational institutions, social service organizations, community representatives, and others to coordinate and implement assigned programs and activities and provide information to others.
5. Organize and attend a variety of administrative and staff meetings related to strategic planning, budget, advisory committees, and other assigned activities; participate in consultation, shared governance, and appropriate advisory committee meetings. Chair committees as assigned.
6. Maintain and encourage effective communication with assigned staff by holding regular staff meetings. Provide timely information to staff about issues, programs, and practices affecting the department and the College.

7. Network with professional colleagues inside and outside of the College. Attend workshops and professional conferences to stay informed of new developments and technologies; serve on a variety of campus, community, and state committees; meet with representatives of business, industry, and local government as appropriate.
8. Participate as an active member of the Vice President's management team.

IV. ORGANIZATION MANAGEMENT

1. Maintain up-to-date knowledge of the regulations, policies, requirements, and eligibility criteria for assigned programs and ensure compliance with the College's policies, procedures, and practices.
2. Strengthen processes, programs, and services through the effective and efficient use of assessment, program review, planning, and resource allocation. Establish priorities in conjunction with the College's comprehensive planning and budgeting guidelines. Develop and implement an organizational structure that maximizes utilization of resources and ensures effective and efficient delivery of services.
3. Recommend applicants for hire, train, supervise, motivate, and evaluate the performance of assigned personnel; recommend contract renewals, transfers, reassignment, termination, and disciplinary actions as needed; delegate and review assignments, vendor contracts, and projects; evaluate work products and results, develop appropriate procedures to accommodate need for information and assistance; establish and monitor timelines and prioritize work. Monitor employee performance on a regular basis and provide coaching for performance improvement and/or development as needed. Anticipate, prevent, and resolve conflicts under areas of supervision.
4. Plan for efficient and appropriate use and security of assigned facilities; assure compliance with health and safety regulations.
5. Work with Information Technology personnel on a continual basis to enhance and improve relevant computer systems. Learn and apply emerging technologies to perform duties and provide services in an efficient, organized, and timely manner. Work to modernize infrastructure and technological resources to facilitate a positive learning and working environment and promote student success.
6. Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Education: Minimum of a Bachelor's degree from an accredited college or university with a degree in human resources, business, management public administration, social work, counseling or related field.

Experience: A minimum of three (3) years of experience in the area of equal employment opportunity, diversity, human resources, Title IX, counseling, employee relations or closely related field.

LICENSES AND OTHER REQUIREMENTS

Valid California driver's license

(Note that for travel reimbursements, a valid California driver's license and successful completion of the District's Defensive Driver Training program is required.)

DESIRED QUALIFICATIONS

Desirable Education: Master's degree from an accredited college or university with a degree in human resources, business, management, public administration, social work, counseling, or related field; or a Juris Doctor from an accredited law school.

Desirable Experience: Five (5) years of increasingly responsible experience in a unionized higher education environment in the area of equal employment opportunity, diversity, human resources; business, management, public administration, social work, counseling or related field.

Knowledge/Areas of Expertise: College Level

- 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 College.
- Comprehensive understanding of higher education principles and practices in community colleges, including the mission of the California Community Colleges.
- Community college organization, operations, policies, and objectives, including specific policies and procedures of El Camino College covering the departments or units supervised.
- Specific needs and interests of community college students.
- Principles of business administration, management, marketing, and record keeping.
- Effective organizational and management practices pertaining to the analysis and evaluation of projects, programs, policies, procedures, department performance metrics, and operational needs.
- Effective fiscal management strategies, including budget concepts, principles, and practices, and effective budget administration and control.
- Effective financial reporting, regulatory record keeping, and oversight of general funds and special funding sources.
- Appropriate risk management strategies, safety precautions, and procedures.
- Principles of communicating and collaborating effectively with diverse students, faculty, staff, and administration.
- Effective methods for conflict resolution and crisis management.
- Evaluation and statistical methodology for preparation of statistical research and reports.
- Effective marketing, promotion, and public relations techniques. Preparation, publication, and distribution of informational and promotional materials related to assigned area.
- Effective written and oral communication skills. Effective interpersonal skills using tact, patience, and courtesy. Effective collaboration, communication, and consensus-building techniques.
- Effective needs assessment methods and project management practices. Effective data management, record-keeping, and reporting techniques. Understanding of key performance indicators, goals, and measurable objectives and how to implement them.
- Effective leadership, administration, organizational planning, supervision, training, and analysis techniques applied to the assigned administrative area. Comprehensive understanding of the principles and practices of effective supervision, training, motivation, and performance evaluation.
- Computer systems and software applications related to areas of assignment, including capabilities and limitations. Modern office practices, procedures, and equipment.

Operation of computers, peripherals, and software programs, including information systems, database management, spreadsheets, word processing, and specialized software.

- Proficient at using computers and assigned software, including common office software such as: Excel, Access, Word, Outlook, and PowerPoint.
- Technological advancements and their application to assigned area of responsibility.

Knowledge/Areas of Expertise: Job Level

- Current Title IX training certifications.
- Training in trauma-informed investigation techniques.
- Experience in conducting interviews.
- Experienced handling highly sensitive, complex, and confidential information.
- Experience with dispute resolution.
- Experience in an educational setting or teaching in higher education desirable.
- Sensitivity to and an understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of staff and students and to staff and students with physical and learning disabilities.
- Knowledge of federal and state non-discrimination laws and regulations
- Knowledge of compliance regulations pertaining to EEO and disability discrimination, including Title 5 of the California Code of Regulations, Title IX of the Education Amendments of 1972, the Clery Act, VAWA, and FERPA.
- Proficiency using Maxient for case management tracking and record keeping.
- Knowledge of student and/or employee discipline process.
- Knowledge of due process protections as they apply to investigations of unlawful discrimination and sexual/gender-based misconduct, as well as employee and student disciplinary proceedings.
- Knowledge of Human Resources policies, procedures, collective bargaining agreements, and laws affecting recruitment and employment.

Abilities/Skills: College Level

- Represent the College in a manner that reflects a positive image of services and support provided.
- Demonstrate sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, linguistic, disability, and ethnic backgrounds of community college students, faculty, and staff. Relate effectively to people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.
- Establish and maintain cooperative and effective working relationships with a wide diversity of students, faculty, staff, and community members in an atmosphere of collegial decision-making and consensus-building. Work effectively and collaboratively in a diverse college environment, as well as within a community college system.
- Establish and maintain cooperative and effective working relationships with others. Listen effectively. Communicate respectfully with people of diverse cultures, languages, abilities, etc. Work effectively with others to build consensus and gain cooperation through discussion and persuasion to achieve common goals.
- Provide effective customer service and end-user satisfaction. Respond promptly to requests and inquiries from the public. Effectively resolve complex problems.
- Work independently with limited administrative oversight and direction. Adhere to ethical principles and practices, consistently exercise good judgment, and make effective decisions. Demonstrate flexibility and creativity in accomplishing work and resolving

- problems.
- Meet assigned schedules and timelines. Effectively manage the stress of working under tight timelines.
 - Maintain confidentiality and act with discretion. Maintain the security of confidential materials.
 - Travel to meetings and events on and off campus as required. Observe legal and defensive driving practices when operating a motor vehicle on campus or on official business.
 - Utilize effective planning and organizational skills. Analyze problems, identify alternative solutions, anticipate consequences of proposed actions, and implement effective solutions in support of goals.
 - Prepare, administer, and control the budget for assigned program areas.
 - Chair and participate in a variety of college committees and work groups as directed.
 - Read, understand, interpret, and apply technical and legal information effectively. Analyze, interpret, communicate, and enforce applicable federal, state, and local laws, regulations, rules, policies, administrative data, and related materials. Interpret, apply, and explain rules, regulations, policies, and procedures in a variety of procedural situations for areas assigned.
 - Collect, compile, and analyze data. Prepare comprehensive narrative and statistical reports. Direct the maintenance of a variety of reports and files related to assigned activities. Prepare and maintain accurate and detailed records and reports related to the area supervised. Prepare analytical reports, proposals, and other written plans for the College, Board of Trustees, Chancellor's Office, and outside agencies as required. Assist in related research and evaluation activities as assigned or required.
 - Utilize effective oral and written communication skills, including business letter writing, report preparation, and public speaking. Utilize appropriate English usage, composition, grammar, spelling, punctuation, and vocabulary.
 - Communicate clearly, concisely, and effectively with diverse constituencies within and outside of the College, both orally and in writing. Prepare and present effective oral and written reports and promotional materials as required. Prepare and deliver effective presentations as requested.
 - Plan, organize, coordinate, and direct work to maximize efficiency and effectiveness. Prepare work plans, implement schedules, and consistently meet reporting timelines. Effectively delegate authority and responsibility. Provide leadership, guidance, and assistance to the functional and operational areas within the assigned Department.
 - Encourage professional excellence among employees and promote an organizational culture of customer service, teamwork, and innovation.
 - Effectively train, direct, supervise, motivate, and evaluate the performance of assigned staff. Facilitate effective staff meetings and group discussions and involve staff in idea generation, goal setting, and decision making.
 - Work effectively within a unionized environment.
 - Operate a variety of office equipment including a computer. Use automated systems to maintain records, collect data, and generate reports.

Abilities/Skills: Job Level

- Interpret and apply a variety of rules, regulations, policies and guidelines including Federal and state legislation, California Education Code, and collective bargaining agreements.
- Review and analyze data/complaints and make recommendations.
- Ability to work productively and meet deadlines under stress and time pressure.

- Ability to assign work to others in a timely and organized manner with reasonable notice.
- Effectively counsel and assist staff, faculty, administrators and the general public.
- Communicate effectively both orally and in writing with prompt responses and turn-around times.
- Oral and written communication skills.
- Employ effective training methodologies.
- Utilize interpersonal skills of tact, patience, and courtesy.
- Review and analyze data and make recommendations.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.
- Assign and review the work of others. Work independently with minimal direction.
- Handle and manage confidential information.
- Skilled at exercising sound judgment in knowing what is appropriate to share with others.
- Establish and maintain professional and productive working relationships with employees at all levels at the District.
- Train and evaluate staff.
- Use personal computers and operate standard office equipment with proficiency.
- Work with a diverse population.
- Work under pressure.
- Adapt to changing situations and regulations.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully.

Note: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

Standard office setting. Duties are performed primarily in an office environment while sitting at a desk or computer workstation. Incumbents are subject to extensive contact with students, faculty, and staff with frequent interruptions, noise, and demanding timelines. At least minimal environmental controls to assure health and comfort. Frequently involves working non-standard, evening, and weekend hours.

Physical Demands

Incumbents regularly sit or stand for long periods, travel short distances on campus on a regular basis, travel to various locations to attend meetings and conduct work, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voices over telephone and in person; and lift, carry, and/or move objects weighing up to 25 pounds.

** Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.*