

**PERALTA COMMUNITY COLLEGE DISTRICT**  
**ACADEMIC MANAGEMENT JOB DESCRIPTION**

**District Office**

**DEAN OF STUDENT SUCCESS and EQUITY**

**(Equity Funding/Categorical)**

**Management Salary Range 3**

**Job Code: 1017**

**CLASS PURPOSE**

Under the direction of the Vice Chancellor of Educational Services, the Dean of Student Success and Equity has responsibility and oversight of the coordination of the District-wide efforts for the development, interpretation and implementation of Student Success Mandates, policies and procedures related to Student Success and Support Programs (SSSP) and Student Equity, program budget development and monitoring; and development, coordination, and monitoring of the District's Student Success Program Plans in conjunction with Student Equity Plan, and providing professional development related to Student Success and Support Programs.

**EXAMPLES OF ESSENTIAL DUTIES**

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily.

- Provides District-wide leadership in coordinating student success efforts of the colleges, and, in collaboration with the Associate Vice Chancellor of Student Services and SSSP committee, ensures compliance with the Student Success Act (SB 1456), including the development, implementation and regular review of the Student Success and Support Program Plan.
- Collaborates closely with Counseling and Support Services, and instructional programs at the colleges in the effective delivery of student success and support services to ensure that the District fulfills its responsibility in Student Success Mandates and maximizes potential SSSP funding available from the State.
- Has administrative input involving coordination of the District-wide student success and retention efforts, which integrates with the Student Equity Plan. Provides leadership and input in the development and coordination of the district-wide Student Equity Plan to foster and promote student development and success in collaboration with Student Services, Institutional Research, Educational Services, and consultation with faculty and staff leadership in conjunction with Student Success and Support Programs.
- Works collaboratively with administrators, faculty and staff in student services programs, including CalWORKs, EOPS/CARE, Tutorial Center, Disability Resources, Puente, and Financial Aid to plan and coordinate the District-wide effort for student success, assessment and student development goals and services.
- In collaboration with the colleges, facilitates the District-wide integration and coordination of focused programs related to Student Success and Support Program, specifically designed to close the student achievement gap, and enhancing equity-focused programs currently offered at the colleges, such as Alameda Promise, Learning Communities, Open Gate, Brotherhood and Veterans programs, and others.

## **Job Description: Dean of Student Success & Equity**

- Works with the Associate Vice Chancellor of Student Services in to coordinate with other District departments, (i.e., Information Technology and Institutional Research) all aspects of student success for the District. Key responsibilities include assisting with the development and implementation of innovative student services delivery approaches, ensuring accountability and accuracy for reports related to Student Success and Support and Student Equity, input to and collaboration with the Director of Institutional Research regarding student success attributes in management information systems, student learning outcomes and related data analysis.
- Collaborates with the colleges' Student Services Office to develop mandated service delivery consistent with District's policies and Accreditation guidelines.
- Reviews, interprets, and makes recommendations to the Student Success and Support Programs committee and Associate Vice Chancellor of Student Services regarding all Board Policies and Procedures, pertinent to the requirements of Title 5 and Education Code that affect Student Success and Support Program practices of the District, to ensure compliance; provides leadership in preparing for Program Review for Accreditation.
- Serves on standing and ad hoc committees as required.
- Assists in the development of appropriate Student Services component evaluative methodology, research, statistical reports, and other outcome measurements to assess effectiveness, accomplishments, future needs, and in consultation with institutional planning.
- Prepares grant proposals and administers special projects that support the student access, success, and retention goals of the District.
- Under the direction of the Vice Chancellor of Educational Services, assists in implementing District policy currently under the purview of the Vice Chancellor of Educational Services, to provide assistance in interpreting legal and administrative provisions that apply to areas of assigned responsibility, and, when explicitly authorized to do so by the Vice Chancellor of Educational Services, to act on behalf of the Vice Chancellor for Educational Services.
- Represents the District in local, regional, and statewide meetings and committees.
- Performs other duties as assigned by the Vice Chancellor of Educational Services.

## **DESIRABLE QUALIFICATIONS**

- Successfully represent the District by communicating both verbally and in writing to large groups of students, faculty, and the public.

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**DESIRABLE QUALIFICATIONS (Contd)**

- Prepare analytical reports, proposals and other written plans for the District, Board of Trustees, the Chancellor, and other outside agencies.
- Lead, manage, and instruct various personnel in order to accomplish the established goals of the District.
- Plan and organize large, complex tasks.
- Relate effectively with a wide diversity of students, faculty, staff, and community members.
- Establish and maintain cooperative work relationships in an atmosphere of collegial decision-making and demonstrated consensus-building skills.
- Understand, communicate, and enforce regulations effectively.
- Demonstrate sensitivity to, and respect for, a diverse population.

**KNOWLEDGE OF**

- California Community College Student Success Act and Student Success and Support Program and Student Equity guidelines and regulations.
- Assessment techniques and education research methodology.
- Program review, student learning outcomes, and service area evaluation process.
- 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 assessment operations of the District.
- Management practices and principles required to supervise faculty, classified staff, and student employees.
- Evaluation and statistical methodology necessary for statistical research and reports.
- Trends in computer technology and practices as it relates to Student Services.
- Grant proposal writing and special funding resources.
- Multi-college organizational structure.
- Budget preparation processes.

## **MINIMUM QUALIFICATIONS**

1. Possession of a Master's Degree required from an accredited college or university.
2. One year of formal training, internship and comprehensive and increasingly responsible leadership experience in education, or a related field.
3. Demonstrated ability to provide administrative leadership in a culture that values consultation and collaboration.
4. Competency with data collection methodologies, data reporting programs, and student learning outcomes as evidenced by appropriate courses in statistics and work experience in this area.
5. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

## **ENVIRONMENTAL DEMANDS**

Occasional work performed alone. Constant work around, and with other people.

## **PHYSICAL ABILITIES**

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Typical physical abilities for this position are:

- Prolonged and frequent sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping.
- Moderate to heavy usage of hands in grasping, repetitive hand movement and finger coordination in keeping records and preparing reports using a computer keyboard.
- Speech and hearing to communicate effectively in group settings and by telephone to students, faculty, staff, and others.

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