



POSITION DESCRIPTION

Director of Diversity, Equity, Inclusion, and Accessibility+

Position.....Director of Diversity, Equity, Inclusion, and Accessibility+
(DEIA+)
Department/Site.....Superintendent/President's Office
FLSA.....Exempt
Evaluated by.....Superintendent/President
Salary Range.....M-57

General Description

Under the general direction of the Superintendent/President, this classification, in support of the District's Strategic Plan, is responsible for the development and implementation of plans, strategies, policies, and professional development activities to support and guide the campus community concerning campus climate, behaviors, attitudes, and policies regarding diversity, equity, inclusion, and accessibility+.

This is a 12-month classified management position.

Essential Duties and Responsibilities

- Advises the Superintendent/President and the college community on matters related to diversity, equity, inclusion, and accessibility+.
- Collaborates with college groups for the purpose of developing and implementing priorities and plans to support the college's efforts, consistent with the college's Strategic Plan, toward diversity, equity, inclusion, and accessibility+, including student equity and student engagement.
- Supports the college's Strategic Plan by coordinating the development and implementation of a variety of projects and related activities (e.g., Diversity, Equity, Inclusion, and Accessibility+ Plan, strategies to address achievement gaps, submission of reports, progress reports to college leadership, etc.) for the purpose of ensuring implementation of projects and activities, compliance with all regulations and policies, and efficient operation.
- Develops and oversees the organizational infrastructure for diversity, equity, inclusion, and accessibility+.
- Prepares and maintains comprehensive budgets from a variety of funding sources (general, categorical, grants, and one-time) related to diversity, equity, inclusion, and accessibility+ and professional development.
- Designs and implements activities in support of and aligned to the college's Strategic Plan goals and objectives, for the purpose of creating a culture of diversity, equity, inclusion, and accessibility+.
- Develops and implements professional development programs and training materials related to diversity, equity, inclusion, and accessibility+.
- Leads and coordinates the District's Professional Learning programs, including flex day and year-round training opportunities and programs for all employee groups.
- Serves as the co-chair of the District's Diversity, Equity, Inclusion, and Accessibility+ Committee Task Force.
- Serves as the co-chair of the District's Professional Learning Committee.
- Collaborates with the Office of Human Resources, when applicable, regarding Diversity, Equity, Inclusion, and Accessibility+ programs, training, and reports; serves as a member and advisor for the District's Human Resources Advisory/Staff Diversity Committee.
- Collaborates with college constituency groups to develop and implement the District's Professional Development Plan, in particular, alongside the faculty professional development coordinator.



POSITION DESCRIPTION

Director of Diversity, Equity, Inclusion, and Accessibility+

- Leads and facilitates meetings, workshops, and seminars related to diversity, equity, inclusion, and accessibility+ initiatives, programs, and services.
- Researches, analyzes and compiles data on a wide variety of topics both independently and in conjunction with Institutional Research.
- Advises and initiates modification of institutional policies, procedures, and norms that contribute to structural barriers to the access and success of students, faculty, and staff who belong to marginalized and oppressed groups.
- Responds to a wide variety of inquiries from internal and external sources for the purpose of identifying relevant issues and recommending or implementing action plans.
- Collaborates with the Professional Development coordinator; supervises staff and all aspects of the day-to-day operations of the Office of Diversity, Equity, Inclusion, and Accessibility +.
- Provides analysis of legislation and regulations related to equity and affirmative action.
- Performs other duties as assigned that support the overall objective of the position and the District's mission and philosophy.

Minimum Qualifications

- Possession of a master's degree.
- Minimum of three years of experience in a management level position related to diversity, equity, inclusion, and accessibility activities.
- Minimum of one year of experience developing curriculum and/or training programs.
- Evidence of ability to communicate effectively, with a diverse population.
- Evidence of ability to work effectively as a member of the administration team.
- Evidence of experience and training in the utilization of technology in administrative practice.
- Evidence of experience supervising a complex administrative department responsible for implementation of state and federal regulations.
- Demonstrates sensitivity to, understanding of, and ability to work with a diverse academic, socioeconomic, ethnic, religious, cultural background, disability, and gender, gender identity, sexual orientation of community college students, faculty, and staff; and successfully fosters and supports an inclusive educational and work environment.