

# COMPTON COMMUNITY COLLEGE DISTRICT



## **DIRECTOR OF STUDENT BASIC NEEDS AND SUCCESS**

**FLSA: EXEMPT**

**\* Special Note: This position is only used for the duration of a categorically funded program and will be terminated when the program ends.**

**POSITION DESCRIPTION:** Under the direction of the Vice President of Student Services or assigned Dean, the Director of Student Basic Needs and Success will plan, organize, evaluate, and direct the operations/activities relating to Student Equity and Achievement (SEA), Basic Needs, assigned state/federally categorically funded programs, grants and other assigned student support program.

The Director of Student Basic Needs and Success will develop and coordinate basic needs and Student Equity and Achievement plans, budgets and initiatives related to the academic, student support, and social needs of students from culturally and socially diverse, disadvantaged backgrounds and disproportionately impacted equity groups. The director will collaborate with campus faculty, staff, managers and students to advance the District's Student Equity and Achievement goals of ensuring equitable educational opportunities for all students, regardless of race, gender, age, disability, or economic circumstances.

In addition, the Director of Student Basic Needs and Success will provide leadership to the campus in the areas of basic needs, food, housing and transportation insecurities, as well as the development of local partnerships with feeder high schools, community organizations, and business in meeting student basic needs and maximizing student success.

### **EXAMPLE OF DUTIES:**

- Responsible for the overall leadership, development, implementation, budget maintenance, supervision, and evaluation of the District's Student Equity Plan and Student Equity and Achievement Plans.
- Prepares and administers the District's annual and long-range Student Equity and Achievement Plans and associated student equity reports in conjunction with District planning and budget development processes; monitor plans and timelines to accomplish student equity and achievement goals and objectives.
- Provides leadership in coordinating student equity and achievement and basic needs strategies through collaboration with faculty, staff, administrators and students.
- Provides leadership and support to meet the basic needs of students.
- Manages and supervise faculty, staff, and students who work in basic needs, Student Equity and Achievement (SEA) assignments, guardian scholars, foster care and kinship education, formerly incarcerated students in transition program, STEM Center, tartar food pantry, and other assigned student support programs.\
- Provides overall planning, evaluation, direction, and guidance to department staff and/or faculty in the day-to-day operations of the basic needs, Student Equity and Achievement (SEA) initiatives, guardian scholars, foster and kinship care education, formerly incarcerated students in transition program, STEM Center and tartar food pantry.
- Assists the Vice President of Student Services or assigned Dean in the development of necessary programs and services designed to assure students' ease of access to basic needs supports.
- Complete assigned Program Reviews and Service Area Outcomes for assigned programs.

- Assists the Vice President of Student Services or assigned Dean in the development of college-community and college- school district partnerships in relation to basic needs.
- Establishes and monitors yearly budget for basic needs programs, Student Equity and Achievement (SEA) assignments, guardian scholars, foster care education programs, formerly incarcerated students in transition program, STEM Center, tartar food pantry, and other assigned student support programs.
- Coordinates with the Office of Institutional Effectiveness to conduct student needs assessments, assess for disproportionate impact using the California Community Colleges Chancellor's Office guidelines, and develop a schedule and process for evaluating progress in implementing Student Equity and Achievement goals and activities.
- Identifies future goals and strategies to enhance student equity and achievement that are integrated with other institutional planning.
- Identifies, and writes grant proposals in support of student success programs and other resources for Compton Community College District to help meet the needs of diverse students.
- Assesses and monitors the academic achievement and retention rates of special cohorts, works with faculty to develop new programs and strengthen existing programs to respond to the needs of students.
- Plans, recommends, initiates, and implements new programs to enhance student enrollment, success, achievement, and transfer.
- Participates in outreach efforts. Determines needs and makes appropriate referrals and follow-up arrangements with relevant service agencies and local high school contacts. Encourages underrepresented and disadvantaged students to enroll in appropriate educational programs.
- Collaborates with staff and counseling faculty in identifying gaps in services and develops appropriate strategies to address these gaps and collects data to show progress.
- Works closely with faculty, staff and students to develop equity focused events on-campus that engage the campus community and address disproportionately impacted student groups.
- Plans and promotes professional development opportunities for faculty and staff.
- Develops and provides training related to basic needs, student equity and achievement for faculty and staff.
- Establishes and coordinates regional basic needs meetings with our local partnership school district and community-based organizations.
- Works with community leaders to achieve the mission of serving diverse communities through collaboration, innovation, and partnerships.
- Serves on Institutional Standing Committees and other committees as assigned within and outside the District.
- Administers special projects that support student access, retention, and completion goals of the District.
- Certifies payroll for assigned personnel.
- Selects, supervises, and evaluates assigned staff.
- Perform other duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

- California Community College Student Success Act, Student Equity, and Student Success Services and Programs guidelines and regulations.
- Purpose, mission, and goals of California Community Colleges.
- State Education code sections and regulations, federal laws and regulations, and district policies related to community college instruction and matriculation.
- Laws, regulations, restrictions, and requirements related to the area of assignment.
- Evaluation and statistical methodology for preparation of statistical research and reports.
- Program review, student learning outcomes and program evaluation processes.
- Grant proposal writing and special funding resources.
- Budget preparation, implementation, and administration.
- Current research and best practices in student success and equity.
- Interpersonal skills including tact, patience, and diplomacy.
- Oral and written communication skills.

### **ABILITY TO:**

- Provide leadership, direction, and support to complex programs and projects.
- Plan, organize, direct, review and evaluate the development, implementation, and evaluation of the Center's instructional programs and/or support services.
- Develop and modify curriculum to meet student and community needs.
- Communicate effectively, both verbally and in writing, with faculty and staff, students, and community members.
- Work effectively with students, faculty, and staff from multi-cultural backgrounds and promote access and equity.
- Maintain current knowledge of trends and technological advancements in assigned areas of responsibility.
- Select, assign, orient, train, supervise, counsel, discipline, and evaluate the performance of employees.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Maintain current knowledge of program rules, regulations, requirements, and restrictions.
- Assure timely and accurate preparation and submittal of comprehensive statistical reports as required.
- Plan and organize work.
- Organize multiple projects and carry out required project details throughout the year.
- Evaluate and support faculty and staff recommendations for program improvements and/or new program efforts.
- Develop grant or special projects applications.

### **REQUIRED QUALIFICATIONS**

- Master's degree from an accredited institution; **AND**
- One year of formal training, internship, or leadership experience reasonably related to the administrative assignment; **AND**
- Sensitivity to and understanding of diverse academic, socioeconomic, cultural, and ethnic backgrounds of college students, and of individuals with disabilities.

### **WORKING CONDITIONS:**

- Travel within and outside of the District in performing responsibilities and functions.
- Work under tight deadlines.
- Hear and speak to exchange information.
- Use hand, wrist and finger dexterity to operate a variety of office equipment.
- Lift up to 25 pounds.