

# COMPTON COMMUNITY COLLEGE DISTRICT



## **DIRECTOR OF BLACK AND MALES OF COLOR SUCCESS**

**FLSA: EXEMPT**

**POSITION DESCRIPTION:** Under the direction of the Vice President of Student Services or assigned dean, the Director of Black and Males of Color Success is responsible for offering strategic direction in improving academic success, retention, and graduation rates of Black and Males of Color students. The Director has administrative oversight of the program, including fiscal management, resource development, advising, and coordinating related support. In addition, the Director of Black and Males of Color Success will provide leadership to the campus to deliver services and activities that are sensitive to cultural differences and promote access and student success.

The Director of Black and Males of Color Success will develop plans, budgets and initiatives related to increasing the retention, persistence and successful completion of Black students and Males of Color students through comprehensive support services (i.e., academic and student support, advocacy, guidance, and community building). The director serves as a liaison, advocate, and educator concerning the unique needs, experiences and challenges faced by Black and Males of Color college students. The director will collaborate with campus faculty, staff, administrators 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.

### **ESSENTIAL DUTIES/FUNCTIONS:**

- Provide guidance and leadership to all areas of the College as it relates to improving experiences of Black students and Males of Color students, leading to increased retention and graduation outcomes.
- Develop, recommend, and implement academic support services to enhance student retention and success, for Black and Males of Color students.
- Give presentations on Black and Males of Color student performance/outcomes to a variety of audiences (e.g., students, faculty/staff, trustees, external partners, etc.).
- Provide training on Black and Males of Color student-related topics to the appropriate audiences (e.g., faculty, advisers, etc.).
- Collaborate with the Director of Student Basic Needs and Success to assess the College's capacity to support Black and Males of Color student achievement as it pertains to: underrepresented student performance (data trends); academic and support services (historical to current); policies and practices; and its organizational infrastructure.
- Coordinate research efforts in developing the College's Black and Males of Color Success mission and strategic plan.
- Create annual reports on the strategic plan, including recommendations for improving outcomes based on results from previous years.
- Identify future goals and strategies to enhance student equity and achievement for Black and Males of Color students and integrate with other institutional planning.
- Build a partnership with the College's Office of Institutional Effectiveness to identify key performance indicators for establishing baseline data in order to monitor performance annually as initiatives are implemented for continuous improvement.

- Assist the Dean of Counseling and Guided Pathways to develop programs and services that counsel and foster success for students to ensure they understand the academic policies associated with academic performance.
- Use multiple channels of communication to connect with students who received “Early Alerts.”
- Monitor and intervene in the academic progress of students using CRM Advise.
- Work collaboratively with specific College departments to facilitate Black and Males of Color student programming and support. Collaborations may include and not limited to: facilitating student tutoring and college success workshops; programs, services, and activities that are accessible to students with disabilities; assist and coordinate new student orientation programs; support faculty in developing and implementing programs to help students navigate the transfer process to four-year schools; develop and implement equity-focused events on campus that engage the College community and address Black and Males of Color students.
- Establish mentoring programs and cocurricular experiences and activities to promote excellence.
- Work with faculty to develop new academic programs and strengthen existing programs to respond to the needs of students.
- Assist the Vice President of Student Services in developing college-community and college-school district partnerships in relation to Black and Males of Color student needs. Develop and maintain appropriate web-based services to enhance access and student success.
- Prepare a complete and thorough budget within established budget timelines. Manage financial affairs effectively, ethically, and innovatively within the constraints of approved budget. Provide annual financial reports and updates as required.
- Identify and write grant proposals in support of student success programs and other resources for the Compton Community College District to help meet the needs of diverse students. Continually review and apply for external funding, such as grants.
- Serve on Institutional Standing Committees and other committees as assigned within and outside the District.
- Administer special projects that support student access, retention, and completion goals of the District.
- Complete assigned Program Reviews and Service Area Outcomes for assigned programs.
- Certify payroll for assigned personnel.
- Select, supervise and evaluate assigned staff.
- Perform other duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

- California Community Colleges 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 College’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, staff, students, and community members.
- Work effectively with students, faculty, and staff from multicultural 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.