



Position: Director of Student Affairs, Equity Programs	Position Number:
Department/Site: Student Affairs	FLSA: Exempt- Administrative (Classified Administrator)
Reports to: Vice President of Student Affairs assigned administrator	Salary Range IX

DEFINITION

Under general direction, plans, organizes, manages, and provides oversight for a variety of special student programs and services; coordinates assigned activities with other District divisions, officials, and outside agencies; provides highly responsible and complex professional assistance to the Vice President of Student Affairs in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Vice President of Student Affairs. Exercises general direction and supervision over professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a management classification that oversees, directs, and participates in various student services programs, including short and long-term planning and development and administration of program policies, procedures, and services. The incumbent provides assistance to the Vice President of Student Affairs in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires an extensive professional background as well as skill in coordinating program work with that of other District divisions and outside agencies. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. This class is distinguished from the Vice President of Student Affairs in that the latter oversees and provides leadership for all Student Affairs programs and activities and is responsible for achieving strategic objectives related to the District programs, support services, and operations.

Administrators can be assigned to work at any district location or learning site and in some cases can be assigned multiple locations and learning sites.

Assumes management responsibility for various student services programs, including, but not limited to: Academy for College Excellence (ACE), Women's Education Leadership Initiative (WELI), Men's Institute for Leadership and Education (MILE), and support programs and services for California Dreamer students. Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the programs; establishes, within District policy, appropriate budget, service, and staffing levels. Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of the programs, service delivery methods, and procedures; assesses and monitors workload administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and makes recommendations to the Vice President of Student Affairs. Manages and participates in the development and administration of assigned budgets; directs the search for additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary. Selects, trains, motivates, and directs program personnel; evaluates their work for acceptability and conformance with program standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.

materials and a computer screen; and hearing and speech to communicate in person and over the telephone