



Office of Human Resources and Equal Opportunity Administrator Job Description

DEAN, EQUITY AND ENGAGEMENT

DEPARTMENT: Instruction
COLLEGE: De Anza
SALARY GRADE: [A2/A3 - K](#)

POSITION PURPOSE:

Reporting to Associate Vice President of Instruction, the Dean of Equity and Engagement supports and advances a campus culture of diversity, equity, inclusion and cultural humility and is responsible for leadership, planning, direction, coordination, general supervision, budgeting, implementation and evaluation of instructional areas, programs, and initiatives. Collaborating with students, faculty, staff and managers across campus, the dean will support culturally responsive development and retention strategies and pedagogies, practices, and programs that result in an effective, welcoming environment that fosters student success.

NATURE and SCOPE:

The Dean has specific areas of oversight within the department to include:

Office of Equity, Social Justice and Multicultural Education

The Office of Equity, Social Justice and Multicultural Education promotes — through programs and services — an academic, cultural and social environment that provides equity, social justice and academic success for all members of the De Anza College campus community. It supports the district and college missions, which consider diversity an essential component of student education in the 21st century.

Student Success and Retention Services (Learning Communities)

The mission of Student Success & Retention Services is to address historical and institutional inequities resulting in achievement gaps for underserved students by fostering a community of learners and leaders through innovative services and pedagogies that increase retention, persistence, graduation, and transfer rates.

Vasconcellos Institute for Democracy In Action

In 2015, the Institute for Community and Civic Engagement was renamed the Vasconcellos Institute for Democracy in Action (VIDA) in memory of late California State Senator John Vasconcellos. Throughout his career, Senator Vasconcellos was known for his work on public education and his commitment to civic engagement. VIDA will continue the ICCE's mission to empower students to become agents of change in their communities and beyond; to foster education that meets the needs of the communities we serve; and to help develop pathways to meaningful participation in local, state, and federal government decision making processes.

Learning in Communities

A LinC is an innovative approach to learning designed for student success, links two or more classes together with a common theme, content, and materials and is a group of students and faculty working collaboratively in a friendly, supportive atmosphere. LinC is open to all De Anza students.

Honors Program

The goal of the De Anza Honors Program is to engage, support, and challenge self-motivated students to pursue a deeper education based on the principles of continuous intellectual growth, critical thinking, service-leadership and academic integrity, thereby enabling them to create opportunities for success in both their personal and professional lives.

Student Success Center

The Student Success Center supports classroom instruction by helping students at all levels become better learners and gain the confidence and skills to achieve their greatest possible academic success.

We provide individual, group, and online tutoring in a variety of subjects; workshops on study skills, listening/speaking, reading/writing/grammar and other topics; course-specific Adjunct Study Skills courses; and tutor training courses.

KEY DUTIES and RESPONSIBILITIES:

The following duties and responsibilities are typical but not limited to the following:

1. Provide leadership and oversight in the implementation of the campus equity framework, including short and long-term goals, objectives and strategies for equity and inclusion and alignment with college mission, values and strategic directions and other college plans.
2. Coordinate and collaborate with campus and district constituencies regarding equity-related projects, programs, activities and initiatives including instructional and student services divisions, shared governance groups, the Office of Professional Development, and the District Diversity and Equity Advisory Committee.
3. Within the Office of Equity, Social Justice and Multicultural Education, support and direct staff and faculty in the coordination of special programs, trainings, and events; manage office operations and facilitate Equity Action Council meetings.
4. Supervise and evaluate assigned academic, classified and management personnel; Coordinate faculty and staff work assignments, facilitate staff meetings, and conduct performance evaluations in accordance with district policies.
5. Ensure quality of program accountability including program reviews, student and area learning outcomes and overall program quality. Utilize the results of assessments and institutional research to improve instruction and instructional support programs, teaching and student learning.
6. Develop and monitor budgets and expenditures for areas of responsibility, including categorical funds; researches and approves expenditures for services, supplies, and equipment; works with appropriate staff to prepare reports required by college, district, state, and federal agencies within areas of responsibility.
7. Assist the Associate Vice President in oversight of the Student Equity and Achievement Program and other equity and success initiatives by developing and maintaining effective programs, implementing assessment and evaluation methods, and completing plans and reports.
8. Interpret and implement applicable federal and state regulations and ensure college policies and procedures, as appropriate. Assure compliance with district-negotiated agreements.
9. Serve on relevant college and district committees, attend administrator meetings, and facilitate division and or area meetings.
10. Other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

1. Principles and goals of shared governance.
2. Administrative organization and management practices.
3. Typical modern office computer software programs; report and presentation writing.
4. Applicable federal, state, local, District and college laws, rules and regulations including but not limited to BSI, SSSP and Student Equity Initiatives.
5. Collective bargaining contract provisions.
6. Effective use of typical modern office computer software programs and equipment.
7. Effectively communicate orally and in writing including report and presentation writing.
8. Organizational skills that enable performance of duties in a timely fashion with attention to detail.
9. Management of financial resources effectively including determining how best to utilize resources and managing budgets and expenditures.

Skills and Abilities:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Coaching, mentoring or facilitation experience with regard to diversity, equity, social justice, and multicultural education initiatives.
3. Planning, supervising and evaluating the work of others.
4. Employee motivation and training.

5. Work effectively with managers, faculty and staff to accomplish the goals and objectives of the college and the assigned divisions or areas.
6. Communicate effectively and constructively with persons of diverse cultures, language groups, and abilities.
7. Demonstrate ability to work with the diverse academic, socioeconomic, cultural and ethnic backgrounds of community college students, faculty, and staff, including those with disabilities.

Education and Experience:

1. Master's degree.
2. One (1) year experience in a lead role such as a department chair, etc. or equivalent.

Preferred Qualifications:

1. Three (3) years of full-time instructional, student, and/or support services experience in an institution of higher education or equivalent.

WORKING CONDITIONS:

Environment:

1. Typical office environment.
2. Subject to travel to conduct work.

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone and make presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision sufficient to read various materials.
4. Sitting for extending periods of time.
5. Bending at the waist.
6. Lifting and carrying objects up to 20 lbs.

Date Approved: August 2017; July 2019; April 2023

Ed Code: H-10

Creditable Service: TBD