

DEAN, INSTITUTIONAL EQUITY, DIVERSITY, AND INCLUSION

DEPARTMENT: Office of the President

COLLEGE: Foothill

SALARY GRADE: [A2/A3 - I](#)

POSITION PURPOSE:

Foothill College is committed to instilling an ethos of racial equity in all aspects of campus life and is seeking a dean of Equity and Inclusion to impart college-wide vision and leadership guided by the college's 2021-2025 Strategic Vision for Equity. As an integral member of the campus leadership team, the dean is a member of the president's cabinet and leads the Office of Equity, which supports vital student-centered programs and learning communities including Puente, Umoja, the Honors Institute, and the Family Engagement Institute. The dean also collaborates with college and FHDA district colleagues to provide vision and leadership around professional development programming to support our equity work.

Directly supporting the dean is a non-instructional faculty member, a program supervisor, an executive director, and an administrative assistant, along with faculty coordinators and instructors of the learning communities. With this team and in collaboration with other members of the campus community, the dean will guide the college's efforts to make genuine progress in achieving equitable outcomes for students of color and first-generation students.

NATURE and SCOPE:

Foothill College is dedicated to the institution's strategic vision for equity, which is to dismantle oppressive systems (structural, cultural, and individual) and create a college community where student success is not predictable by race. With fiscal oversight of categorically funded equity expenditures, the dean will focus on systemic changes and identifying strategic areas to achieve equitable outcomes. The dean will impart the insight and guidance needed to keep the campus accountable to racial equity by leading the development of equity action plans across campus and helping to set benchmarks and assessment plans for determining progress towards our equity goals. In collaboration, the dean will guide and support various divisions to achieve their respective equity goals. The dean will provide partnership and recommendations to Foothill colleagues as we design local strategies to implement statewide initiatives such as Guided Pathways and AB705. As an equity leader in the college's shared governance committees, the dean serves as an ex-officio member on one or more committees.

KEY DUTIES and RESPONSIBILITIES:

Typical duties and responsibilities include but not limited to the following:

- Provide strategic and visionary support for campus-wide equity initiatives.
- Provide leadership, supervision and support for the programs and services under the Office of Equity and Inclusion that are intended to eliminate disproportionate access and success for students of color and first-generation students.
- Collaborate with other programs on campus that serve historically marginalized communities (Extended Opportunity Program and Services, Disabilities Resource Center, Veterans Center, learning communities, and Family Engagement Institute, etc.) to support these programs in their efforts to eliminate disproportionate impact.
- Work with the Owl Scholars program to ensure that student retention efforts are adequately supported, ongoing, and successful.
- Work with the college and the District to promote and implement equitable hiring and retention strategies for faculty, staff, and administrators.

- Supervise professional development opportunities on campus for faculty and staff and oversee staff who provide logistical support for professional development events (e.g., room scheduling, coordination with marketing, organizing refreshments, etc.).
- Supervise, collaborate with, and support the non-instructional equity professional development coordinator to meet the professional development needs of faculty and staff on effective practices for incorporating a racial equity perspective into their work.
- Work with president's cabinet members to ensure that equity efforts are included in all campus divisions. When necessary, provide support to divisions and faculty seeking to deploy equity strategies and anti-racist pedagogy in their classes, and guidance for student services and finance divisions in assessing equity efforts.
- Provide leadership and feedback, when requested, for other department program reviews and college plans such as the Educational Master Plan and Facility Master Plan, and others.
- Serve as an equity administrator liaison to campus groups such as Classified Senate, Academic Senate, faculty prioritization committee, student conduct hearings, FHDA Police Advisory Board and district determination panels.
- Lead and/or contribute to campus wide discussions relevant to equity such as porch talks, affinity spaces, town halls, and safe spaces to address contemporary national issues.
- As a manager of our local Student Equity and Achievement (SEA) programming, lead the response to state reporting mandates and oversee a budget with \$4.5M in funding.
- Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Applicable laws and regulations.
- Change management and distributive leadership models.
- Pedagogical approaches to meet a variety of diverse learning needs.
- Knowledge and experience in developing and implementing equity programs for college students.
- Knowledge of approaches, theories, and strategies to address disparities in student access to higher education and retention.
- Authentic assessment techniques.

Skills and Abilities:

- Cultural humility in working with students, faculty and staff with diverse academic, socio-economic, religious, cultural, ability, and sexual identities. Work with the diverse academic, socioeconomic, cultural, linguistic, and ethnic backgrounds, and abilities of students and staff.
- Oversee and approve budget expenditures.
- Approach situations and challenges with flexibility, optimism, and compassion
- Coordinate multiple project activities and tasks.
- Ability to review, analyze and extract salient information from abstract materials and prepare targeted presentations using the resultant data.

- Communicate clearly and compassionately, orally and in writing both interculturally and interpersonally.
- Compile and analyze data and prepare reports.
- Ability to navigate across divisions and provide college-wide, system-level thinking.
- Work independently and proactively to meet the needs of the area of supervision in advance.
- Formulate plans and goals to direct work under the areas of supervision.
- Effective management and organizational skills, including relationship management.
- Experience managing programs involving complex multi-cultural issues within large organizations.
- Collaborative decision-making to respond both to changing and difficult circumstances that may arise in discussions of equity issues, including but not limited to race and ethnicity.

MINIMUM QUALIFICATIONS:

- Master's degree.
- One (1) year related work experience.
- Experience in personnel management and project management.

PREFERRED QUALIFICATIONS:

- Experience supervising, managing, coordinating or leading academic programs and learning communities.
- Experience working with and supervising faculty and staff.
- Experience developing and implementing strategic plans.
- Experience in budget management.

WORKING CONDITIONS:

Environment:

- Typical office environment.
- Subject to travel to conduct work.

Physical Abilities:

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

Date Approved: March 2021

Ed Code: H-10

Creditable Service: STRS