

LOS MEDANOS COLLEGE

DEAN OF EQUITY & INCLUSION

Job Description

BASIC FUNCTION:

The Dean of Equity & Inclusion will have the primary responsibility of supporting and advancing a campus culture of diversity, equity, inclusion and cultural humility at LMC. This new position will lead the LMC community in the design and implementation of an equity plan and framework that will guide campus-wide decisions, practices, and policies. Collaborating with students, faculty, staff and managers across campus, the dean will purposefully design, encourage and implement employee recruitment, development and retention strategies, and culturally-relevant pedagogies, practices and programs that result in an effective and welcoming environment and equitable student success. Reporting directly to the president, the Dean of Equity & Inclusion will serve as a member of the president's cabinet.

The position will be responsible for key leadership in the following areas:

- Institutional Diversity, Equity, and Inclusion
- State-funded Student Equity Plan
- Equal Employment Opportunity (EEO)
- Professional Development

REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

Institutional Diversity and Inclusion:

- Provide leadership in the development and implementation of an equity frame-work for LMC, which will include short and long-term goals, objectives and strategies for campus-wide diversity, equity and inclusion and ensure alignment with college mission, values and strategic directions and other college plans;
- Provide guidance and support to individuals, departments and programs in identifying policies, practices and other factors that result in inequitable outcomes and explore and implement evidence-based practices and interventions which lead to equitable outcomes;
- Coordinate and align the work of campus equity committees, programs and initiatives;
- Collaborate with the Office of Instruction, Student Services and other appropriate departments to support the infusion of culturally relevant pedagogy and practices into the college curricula and programs;
- Assist the Office of Instruction in the development and implementation of a Social Justice and Ethnic Studies department and related;
- Participate as an active member of the Institutional Development for Equity and Access (IDEA) Committee;
- Partner with the Office of Planning and Institutional Effectiveness and the District Office of Research and Planning to integrate disaggregated data and an equity mindset into all research, planning implementation and assessment processes, including annual campus climate surveys, and development and tracking of success indicators; and
- Advise the LMC President and campus constituents on institutional matters relating to diversity, inclusion and educational equity.

LOS MEDANOS COLLEGE

State-funded Student Equity Plan (SEP):

- Work to align and integrate new and existing SEP initiatives into an intentionally cohesive framework of programs, services, policies and processes, which are equitable and inclusive;
- Chair the Student Equity Plan Advisory Committee and support the committee in monitoring plan activities and budget, updating and revising plan, and annual reporting;
- Coordinate and oversee on-going internal and external evaluation of the Student Equity Plan framework and related activities; and
- Serve as the primary college liaison with the State Chancellor's Office, District and regional institutions regarding Student Equity Plan planning and implementation.

Equal Employment Opportunity:

- Co-chair the EEO Committee with the campus EEO Officer, and be an EEO resource to the campus community;
- Promote and sustain hiring practices which result in achieving a diverse and equity-minded workforce; and
- Develop and implement college-wide inclusion strategies that support employee satisfaction and retention, including new employee orientation and mentorship programs and culturally welcoming student-centered environments.

Professional Development:

- Provide management oversight of a campus-wide professional development program to strengthen and support a dynamic and culturally relevant learning environment for all employees with the ultimate goal of student success; including the Professional Development Advisory Committee, the Professional Learning Flexible Calendar Program, Professional Learning components of the Student Equity Plan, EEO Plan and unlawful discrimination and harassment;
- Develop and support on-going learning and professional development that supports equitable practices which ensure inclusive and individualized support for students and employees;
- Work closely with PDAC and Equity Professional Learning Facilitators to provide trainings in culturally relevant pedagogy, student equity mindset strategies, unconscious and implicit bias, cultural humility and other related topics; and
- Develop programs which encourage relevant, courageous and respectful campus dialogue and foster awareness and appreciation of the value of diversity and inclusion, and empowers individuals to take action in their respective roles.

Functional Oversight/Management:

- Keep current in effective practices of diversity, equity and inclusion;
- Play a leadership role in obtaining external funding to support diversity and inclusion initiatives; and
- Produce an annual report on equity, campus climate, and progress toward equity-related goals.

LOS MEDANOS COLLEGE

MINIMUM QUALIFICATIONS:

Knowledge Of:

Computer-based technology for management of assigned divisions/areas and for instructional, student, and/or support services; the goals of shared governance; principles and practices of administrative organization and management, planning, supervising and evaluating the work of others, employee motivation and training; applicable federal, state, local, District and college laws, rules and regulations, and collective bargaining contract provisions; complex business level English usage, spelling, grammar and punctuation; modern office tools such as computers and printers; typical modern office computer software programs; report and presentation writing.

Ability To: Use organizational skills that enable performance of duties in a timely fashion with attention to detail; effectively communicate orally and in writing; manage financial resources effectively including determining how best to utilize resources and managing budgets and expenditures; use personal computers utilizing typical office software applications, including the Internet; work effectively with managers, faculty and staff in a participatory governance environment to accomplish the goals and objectives of the college and the assigned divisions or areas; exercise good judgment; communicate effectively and constructively with persons of diverse cultures, language groups, and abilities; demonstrate sensitivity to and ability to work with the diverse academic, socioeconomic, cultural and ethnic backgrounds of community college students, faculty, and staff, including those with disabilities; establish and maintain effective working relationships with those contacted in the course of work.

Education/Training: Earned master's degree or equivalent from an accredited college or university.

Experience: Equivalent to at least three years of full-time instructional, student, and/or support services experience in an institution of higher education. Equivalent to one year's experience in a lead role such as a department chair, etc.

DESIRABLE QUALIFICATIONS:

- Deep knowledge of critical issues of diversity and inclusion, including experiences with, but not limited to Equal Employment Opportunity (EEO) practices, the California Student Equity Plan, and professional development.
- Proven ability to articulate a mission, vision and related plan based on the unique needs of an institution or organization.
- Record of success in working with and leading various constituents' complex issues related to equity and inclusion.
- Commitment to creating and maintaining a diverse workforce with the ability to achieve equitable outcomes.
- Experience in collaborating and/or training various departments to design and implement culturally relevant pedagogy, practices, and learning environments.
- Ability to:
 - Build consensus, cultivate collaborative teams and integrate multiple initiatives,
 - Facilitate dialogue on sensitive topics/difficult issues in a complex and diverse environment,
 - Develop, implement, administer and evaluate high impact practices that foster programmatic success.