

DRAFT - EQUITY AND INCLUSION POSITION – DRAFT

BASIC FUNCTION:

The Equity and Inclusion Position will have the primary responsibility of supporting and advancing a campus culture of diversity, cultural humility, equity and inclusion at LMC. Serving as an integrating partner with students, faculty, staff, administrators and committees, this new *position* will lead the campus community in developing, executing and evaluating a comprehensive plan that supports equitable student success through purposeful educational opportunities, initiatives, practices and programs, as well as organizational success through intentional employee recruitment and development. The position will report directly to the president, and will be a member of the president's cabinet.

The position will be responsible for primary 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 college-wide short and long-range plans, strategies and initiatives for campus-wide diversity, equity and inclusion and ensure alignment with college mission, values and strategic directions and other college plans,
- Support individuals, departments and programs to identify and address 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 Social Justice and Ethnic Studies programs,
- Participate as an active member of the Institutional Development for Equity and Access (IDEA) Committee, which advocates for an institutional culture that defines, values and promotes equity, inclusion, and social justice for all members of the LMC community,
- 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 to develop and track indicators of success,
- Advise the LMC President and campus constituents on institutional matters relating to diversity, inclusion and educational equity.

State-funded Student Equity Plan

- 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,
- 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 and act as a resource for the coordination and implementation of strategies designed to meet LMC's commitment to achieving and maintaining a diverse workforce,
- Promote and sustain practices, which result in diverse recruitments and the hiring of a diverse and equity-minded workforce,
- Develop and implement college-wide inclusion strategies and initiatives that support employee satisfaction and retention, including new employee orientation and mentorship programs.

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,
- Work with the EEO Committee and the Title IX Compliance Officer regarding trainings, retention,
- 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:

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

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:

- Experience working with underrepresented populations in an educational or community setting,
- Demonstrated commitment to practices which support diversity, equity, inclusion, cultural humility and social justice, and knowledge that informs and addresses the following:
 - Current research and best practices in student success and equity,
 - California Student Equity Plan,
 - Equal Employment Opportunity practices, including diverse recruitment, implicit bias, and retention strategies,
 - Equity and social justice strategic planning and organizational change efforts,
- Experience with organizational development and professional learning programs,
- 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.