

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	District Director, Diversity, Culture, and Inclusion	Range: 24 (CL)	Management Schedule
Date Revised:		Date Approved:	December 13, 2022
THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO A SIX-MONTH PROBATIONARY PERIOD			

PRIMARY PURPOSE

Under the direction of the Chancellor, the District Director, Diversity, Culture, and Inclusion, is responsible for providing leadership, strategy, vision and implementation for the District's diversity programs/initiatives by working collaboratively as part of the leadership team and in consultation with Human Resources to foster and support equity, inclusion, and belonging for all employees, students, and community members.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Design, implement, advance, support, and evaluate programs, initiatives, and activities District-wide to increase the diversity of faculty and staff, ensure equity, and promote a culture of inclusiveness, respect, and belonging; enhance and measure campus climate in order to promote equitable retention.
2.	Work to design and articulate a District-wide strategy and vision for advancing diversity, equity, inclusion, and belonging initiatives; foster and leverage relationships; provide coaching and education; seek consultation and consensus for short and long-term goals aligned to the District's goals; deliver on performance expectations and goals; and lead programs in identifying places where practices and policies create unintended inequitable impacts.
3.	Monitor programs and activities to ensure compliance with laws, regulations and District policies and procedures regarding equal employment opportunity; collaborate with Human Resources to develop, analyze, and manage data reports, plans and other forms of recruitment statistics, including the development and implementation of the District's EEO Plan.
4.	Design an education program which builds awareness of the District's vision and mission related to Diversity, Equity, Inclusion, and Anti-racism (DEIA); diagnose diversity, equity, and inclusion-related issues; recommend and implement potential solutions; execute organizational interventions for relevant DEIA training/learning development; communicate and collaborate with Human Resources, when applicable, regarding DEIA programs, training, and reports.
5.	Collaborate with campus and Human Resources staff to schedule, develop, and deliver engaging workshops, trainings, programs, and staff consultation related to DEIA and the elimination of bias in hiring/equal employment opportunity, to support the District's Educational Master Plan and Diversity Equity, Inclusion and Anti-racism goals; create, develop, and provide related training materials; establish performance metrics to support accountability and ensure program delivery excellence and positive outcomes which promote staff retention and student success.
6.	Collaborate with Human Resources staff in the planning, coordination, and monitoring of recruitment, selection, and hiring processes to ensure equity and consistent application of procedures; support strategies for the recruitment and retention of diverse faculty and staff.
7.	Contribute to the District's initiatives by serving as chairperson of the District's Equal Employment Opportunity Advisory Committee; serve as a resource to campus diversity committees in developing and implementing diversity initiatives, including but not limited to, the District's EEO Plan. Support the District's Faculty and Staff Associations (FSAs) to promote inclusion and belonging.

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8.	Collaboratively lead and influence to gain broad stakeholder support when developing, implementing, and promoting strategies, initiatives, projects, and action plans; work collaboratively with District and campus leadership to lead and support intersectional efforts to develop and help facilitate a strong approach to DEIA that is visionary, innovative, practical, and measurable, incorporating organizational change methods.
9.	Manage and oversee the department website content, ensuring the content adheres to District policies and laws, including content for the District Faculty and Staff Associations.
10.	Train, supervise, evaluate, and direct the work of staff as assigned; participate in selection and hiring processes.
11.	Attend a variety of administrative and staff meetings; serve on committees; coordinate programs and services with District and campus faculty and staff.
12.	Monitor and control budget expenditures; direct the preparation and maintenance of detailed and comprehensive reports, records and files regarding programs, operations, and activities.
13.	Assist in complex reporting and research activities; review and process documents and records related to primary function; perform a wide variety of complex tasks requiring specialized knowledge.
14.	Engage in personal professional development, including taking courses to keep current on cultural competency and related DEIA effective strategies; attend professional conferences; remain current with regional and national developments in DEIA.
15.	Demonstrate sensitivity to and understanding of the disabilities and diverse academic, socio-economic, cultural, and ethnic backgrounds of staff and students.
16.	Provide leadership in District/campus efforts to increase the diversity of faculty and staff, to address student achievement gaps, and in the creation of a welcoming and inclusive work and educational environment.
17.	Assist and promote the growth and success of a diverse population of students and employees through the development of interculturally competent and equity minded management and leadership abilities. The ideal candidate should have experience in this area with African Americans, Latinx, Native Americans, Pacific Islanders and other disproportionately impacted students and employees.
18.	Perform related duties as assigned.

OTHER FUNCTIONS

None

WORKING RELATIONSHIPS

The District Director, Diversity, Culture, and Inclusion, maintains frequent contact with District and campus administrators, faculty, staff, students, community members, and federal and state agencies.

EDUCATION AND EXPERIENCE

Minimum Qualifications

Bachelor's degree from an accredited institution in organizational development, behavioral sciences, human resources, diversity & inclusion, business management, education, or a related field.

Four (4) years of related experience.

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Demonstrated multicultural competency: broad-based experience effectively working with and providing services for multiple diverse populations and programs.

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

Desirable Qualifications

Demonstrated skills facilitating dialogue with and among employees to cultivate an environment of inclusiveness, collegiality, shared inquiry, shared responsibility, and collective accomplishment.

Demonstrated ability to support and empower leaders to initiate and lead conversations about diversity, equity, inclusion, and anti-racism.

Experienced educator and trainer able to effectively develop programs and deliver diversity, equity, inclusion, and anti-racism training on multiple topics to diverse audiences that represent a range of awareness, knowledge, and skills.

Experience leading with cultural intelligence and cultural humility.

Experience in shared governance in an educational setting.

Exceptional knowledge of the latest science and practice for diversity, equity, inclusion, and anti-racism in the workplace - drawing on a passion for continuous improvement.

High professional standards and strong interpersonal skills.

Excellent oral and written communication, interpersonal, facilitation, and presentation skills; ability to build trust, display empathy and facilitate courageous conversations.

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of District organization, operations, policies and objectives

Knowledge of federal, state, and local laws, codes and regulations as they relate to equal employment opportunity (EEO), unlawful discrimination, and ADA compliance

Knowledge of Human Resources management principles and DEIA best practices

Knowledge of Adult Learning Theory and principles to develop and deliver effective training

Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary

Knowledge of appropriate software and databases and ability to use and develop computer applications including database, spreadsheets and word processing

Ability to partner at all levels of an organization with a capacity to influence a broad group of stakeholders and senior leaders without direct authority

Ability to interpret, apply and explain laws, regulations, policies and procedures

Ability to analyze situations accurately and adopt an effective course of action

Ability to develop and conduct training and educational programs

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Ability to collect and analyze data and prepare clear and concise reports
Ability to work effectively under pressure with multiple responsibilities and projects
Ability to work confidentially with discretion
Ability to plan, organize and prioritize work
Ability to meet schedules and timelines
Ability to work independently with little direction
Ability to understand and follow oral and written directions
Ability to communicate efficiently both orally and in writing
Ability to supervise, train and provide work direction to others
Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

None

WORKING CONDITIONS

Office environment; subject to constant interruptions and frequent interaction with others; dexterity of hands and fingers to operate a computer keyboard; ability to exchange information in person one-on-one, in a group setting or on the telephone; travel to various locations; sitting or standing for extended periods of time (up to 2-3 hours); ability to read a variety of printed materials and information on a computer screen for extended periods of time; ability to lift, carry and/or move objects weighing up to 10 pounds. Will require off-site duties and activities.
