

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR, EMPLOYEE DIVERSITY, INCLUSION AND TITLE IX

SUMMARY DESCRIPTION

Under administrative leadership and general supervision of the Superintendent/President, plan, implement, guide, organize, and monitor a wide range of programs that conceptualize, define, assess, nurture, recruit, retain, and cultivate a diverse and inclusive employee population. Ensure compliance with all federal, state, and local laws, statutes, and regulations related to equal opportunity civil rights, and discrimination/sexual harassment for students, faculty, staff, and the general public for all District activities. Serves as the District's designated Title IX Officer. Specifically, ensures compliance with but not limited to relevant provisions of the Civil Rights Act of 1964 (Title VII), the Education Amendments of 1972 (Title IX), the Clery Act as amended by the Violence Against Women Act Reauthorization of 2013 (VAWA), the Americans with Disabilities Act, and the California Code of Regulations Title 5. Investigates and oversees investigations into compliance complaints. Provides leadership to all constituent groups regarding equal opportunity, civil rights, and prevention of discrimination and/or sexual harassment. Plans, recommends, develops, implements, and oversees projects and/or programs and activities that cultivate faculty and staff diversity and provide a climate safe from discrimination, sexual harassment, and sexual violence for all college community members.

DISTINGUISHING CHARACTERISTICS:

When describing legal compliance, representative duties directly or indirectly relate to leading and ensuring the District's proactive compliance with laws including but not limited to the Civil Rights Act of 1964 (Title VII), the Education Amendments of 1972 (Title IX), the Clery Act as amended by the Violence Against Women Act Reauthorization of 2013 (VAWA), the Americans with Disabilities Act, and the California Code of Regulations Title 5, and all other relevant laws, statutes, regulations, and District policies and procedures.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Understand, interpret, and apply relevant provisions of all relevant federal, state, and local laws, statutes, and/or regulations. ***E***
2. Plan, recommend, develop, and cause to be developed, implement, guide, and/or participate in the development and implementation of District policies, procedures, protocols, and programs that conceptualize, define, assess, nurture, recruit, retain, and cultivate a diverse and inclusive employee population. ***E***
3. Monitor diversity and inclusiveness progress and regularly report to the Superintendent/President, Governing Board, executive staff, and college community, ***E***
4. Plan, recommend, develop, and cause to be developed, and/or participate in the development of District procedures that enable the District to proactively respond to equal opportunity and discrimination issues. Regularly review District policies, procedures, and practices to ensure legal compliance. ***E***
5. Recommend and implement standards for the prompt and equitable investigation of student, faculty, staff, and the general public complaints related to alleged violations of the laws, statutes, and regulations described above. ***E***
6. Receive and timely respond to inquiries from campus constituents and third parties regarding equal opportunity and discrimination issues. ***E***
7. Identify, recruit and oversee qualified internal and external investigators, and ensure that internal investigators are trained as necessary. ***E***

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8. Develop, monitor, and report on the management, tracking, and trending of equal opportunity and discrimination complaints and investigations. *E*
9. Prepare and/or cause to be prepared appropriate investigation reports with findings of fact, analysis of credibility, and determination of responsibility regarding discrimination complaints. *E*
10. Report as requested on discrimination complaints and investigations to the Superintendent/President, the Governing Board, and the college community at least semiannually. *E*
11. In collaboration with faculty, staff, administrators, provide leadership to plan, develop, organize, coordinate, and implement programs, activities, initiatives, and operations, that support the District's commitment to equal opportunity, a discrimination and harassment free learning environment, and a safe climate for all college community members. *E*
12. Work closely with Title IX Task Force on development of procedures to effectively respond to Title IX issues brought forward; develop an investigation plan for Title IX complaints; assure standards are established for prompt and equitable investigations in compliance with District and Title IX requirements. *E*
13. Assess, evaluate and report on the effectiveness of programs, services, strategies, and approaches. *E*
14. Audit and report on the accuracy of the District's Clery Act report related to Title IX. *E*
15. Develop and oversee expenditures and monitoring of assigned budget, forecast funds needed, monitor expenditures. *E*
16. Work with the Professional Development Coordinator, and other college employees (e.g., student services, college police, etc.) to develop and implement opportunities for employees and students that support the goals of the District as related to education, awareness, and compliance with all laws, statutes and regulations (but not limited to those) referenced in the Representative Duties introduction. *E*
17. Coach, train, and consult with students, faculty, and staff individually and in group settings and workshops, to deepen and broaden their understanding District equal opportunity, civil rights, and discrimination/sexual harassment prevention. *E*
18. Develop and disseminate educational materials and in-service training tailored to faculty, staff and students; utilize online, social media, print, and media communication strategies to raise awareness of available resources to students, staff, and faculty. *E*
19. Serve as expert liaison and support to all college committees, relating to issues surrounding the laws, statutes, and regulations described in the Representative Duties introduction. *E*
20. Attend and participate in professional group meetings; research new trends, techniques and strategies in the field; monitor legislation as it relates to assigned programs/services; maintain currency of knowledge related to legal requirements and regulations as they pertain to Title IX requirements and obligations. *E*
21. Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

Methods and techniques of leadership and management.

An understanding of the complexity and multiple dimensions of diversity, inclusion, and equity, including but not limited to – age, class, culture, disability, ethnicity, gender, nationality, race, religion, sexual identity, sexual orientation, and socioeconomic status.

Demonstrated knowledge and experience with relevant provisions of the Civil Rights Act of 1964 (Title VII), the Education Amendments of 1972 (Title IX), the Clery Act as amended by the

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Violence Against Women Act Reauthorization of 2013 (VAWA), the Americans with Disabilities Act, and the California Code of Regulations Title 5.
Demonstrated understanding of diversity and equal opportunity, and experience working with people of varying age, class, culture, disability, ethnicity, gender, nationality, race, religion, sexual identity, sexual orientation, and socioeconomic status.
Investigative process required in harassment and/or discrimination complaints in accordance with Title VII, Title IX, ADA, and Title 5 regulations and guidelines.
Institution-specific policies, practices and procedures.
Identified best practices and trends in the field of education related to harassment and other discriminatory practices that violate Federal and State law.
Principles and practices of program development, administration and review including methods and techniques of designing and implementing programs and projects that educate and reduce the incidence of sexual harassment, misconduct and/or sexual violence.
Function and procedures in student support programs and services.
Principles and practices of budget preparation and administration.
Organizational, operational, and structural functions of postsecondary institutions.
Methods and techniques of research, analysis, and decision making related to needs assessments and determining proportionate impact.
Principles, practices, and procedures of complex fiscal, statistical, and administrative research and report preparation.
English language usage, spelling, grammar, and punctuation.
Oral and written communication skills.
Interpersonal skills using tact, patience, and courtesy.
Basic online and social media marketing applications.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to

Lead and inspire a wide-range of campus constituents (students, faculty, staff, parents, administrators) with diplomacy and tact.
Build partnerships and collaborations across the District.
Manage an ongoing and complex caseload of Title IX related incidents, complaints and/or grievances to a prompt, effective and equitable remedy.
Educate, guide, and consult constituents on provisions and requirements of Title IX, the Clery Act (as amended) and other applicable laws and regulations including institutional compliance and best practices.
Organize, assess, and manage projects effectively.
Be an effective facilitator and deliver well-organized and structured presentations to diverse constituents.
Demonstrate excellent attention to detail, strong problem solving skills, and the ability to deal with confidential and sensitive information.
Recommend and/or effect changes to policies, to revise practices and to implement equitable procedures across many departments, including human resources, athletics, academic affairs, and student affairs/student conduct/discipline
Design and deliver training programs to all constituents of the campus or district. Research, compile, assemble, analyze, and interpret data from diverse sources. Exercise critical and independent judgment. Conduct meetings and serve on a variety of committees. Work successfully with District faculty, administrators, and staff. Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disability, sexual orientation, and cultural populations of community college students.
Communicate clearly and concisely, both orally and in writing.

EDUCATION AND EXPERIENCE

Bachelor's degree from a regionally accredited institution in the area of psychology, education, sociology, human resources, gender studies, legal studies, or a related field and 5 years' experience in a post-secondary institution; or equivalent combination of education and related experience.

Minimum of two years of formal training and experience administering Title IX regulations, policies, and guidelines. Knowledge of and experience with issues related to gender based violence. Direct experience working with diverse populations, counseling in a one-on-one setting, and interpreting federal regulations.

PREFERRED QUALIFICATIONS:

Master's degree from a regionally accredited institution in the area of psychology, education, sociology, human resources, gender studies, legal studies, or a related field. Three or more years of experience in the area of Title IX coordination; experience conducting investigations of complaints of civil rights violations or sexual assault incidents; leadership experience in an educational setting; training and experience in the area of negotiation/mediation. Three years administrative experience in behavioral assessment, and/or Title IX compliance. Earned doctorate.

LICENSE OR CERTIFICATE

Valid California driver's license and a safe driving record. Must qualify for insurability by the District's insurance carrier.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with frequent interruptions and distraction; extended periods of time viewing computer monitor; work outside of normal business hours may be required in order to meet deadlines and to attend meetings in the evening or on weekends; travel may be required.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.