

**SANTA BARBARA COMMUNITY COLLEGE DISTRICT**

CLASSIFICATION: **EDUCATIONAL  
ADMINISTRATOR**

CLASS TITLE: **EXECUTIVE DIRECTOR,  
DIVERSITY, EQUITY, AND  
INCLUSION**

SALARY TABLE: **30**

SALARY RANGE: **165**

**BASIC FUNCTION:**

The Executive Director, Diversity, Equity and Inclusion provides expertise and leadership to support SBCC's commitment to be a diverse, equitable, and inclusive environment for students and employees. The Executive Director will assist the President to develop a vision and effective strategies that champion the importance and value of a diverse and inclusive College environment.

Reporting directly to the Superintendent/President of the District, this position:

- serves as the College's primary resource on diversity, equity, inclusion;
- ensures organizational change and improvement of College diversity, equity, and inclusion practices;
- leads the development and implementation of proactive diversity, equity and inclusion initiatives in support of and to reinforce the College's Strategic Plan and Mission relating to diversity, equity, and other initiatives designed to enhance faculty, staff, and student cultural competence and understanding of structural inequality.

A major responsibility of the Executive Director is guiding, and collaborating with, the President, President's Cabinet, and College administrators to create infrastructure and strategies that infuse diversity, equity and inclusion in all areas of the College. The Executive Director works in concert with committees, internal stakeholders, and external constituents to promote equitable, inclusive, and respectful treatment of all people as core values of the College in fulfillment of the institution's mission.

In collaboration with the Executive Vice President, Education Services, the Executive Director will work with faculty to support and design initiatives on anti-racism, improving student outcomes across disproportionately impacted groups, cultural competency, ethnic, racial, sexual and gender differences, differing abilities, and other topics designed to increase awareness and support of equity and inclusive values, and maintaining compliance with applicable laws.

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In conjunction with the Vice President, Human Resources, the Executive Director will assess potential barriers and develop strategies focused on recruiting and retaining a diverse workforce. The Executive Director attends periodic meetings of the Executive Team as directed by the President.

**REPRESENTATIVE DUTIES:**

Advance the College's mission and initiatives related to diversity, equity, and inclusion by developing and implementing programs, policies, and initiatives as appropriate; and work with the Superintendent/President to establish and communicate related goals, compliance, and outcomes.

Guides and advises Superintendent/President and College management on diversity and equity matters.

Collaborates with College management to create, implement and monitor programs designed to ensure fair and equitable treatment of students, faculty and staff.

Develops and implements district-wide student and employee training to promote cultural understanding and competency, anti-racism, and a climate of equity and inclusion. Training may include online tools, diversity training, and presentations.

In collaboration with the Executive Vice President, Education Services, faculty, staff, students, and administration, leads the College's Student Equity Plan efforts in achieving access, retention and student success targets; develops operational guidelines and procedures for implementing the Student Equity Plan; leads planning and implementation meetings.

Promotes the College's commitment to a climate of equity and inclusion through interaction with individuals and agencies inside and outside the college district.

Develops and maintains constructive relationships with community organizations, ethnocultural groups, civic and grass-root organizations, attorneys, political figures, and Federal, State and local government enforcing authorities.

The Executive Director represents the college in regional and local associations, civic clubs, ethnic and non-profit organizations.

Collaborate with College constituencies and/or the SBCC Foundation to pursue external funding in support of the College's diversity, equity, and inclusion programs.

Provides leadership, supervision, goal setting, planning and project management for the College's Center for Equity and Social Justice, UMOJA Program, Food Pantry, AB540 Student Support (Dream Center), and other programs as assigned.

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Participates in and advises the College's recruitment and retention of underrepresented groups. Assists in monitoring, evaluating, and assessing the adequacy of diversity of candidates in the hiring and screening process. Works with Human Resources to develop recruitment strategies that attract underrepresented candidates.

Work with Institutional Research, Assessment and Planning in developing and applying metrics for measuring the effectiveness of diversity, equity, and inclusion initiatives of the College.

Chair, convene, and/or serve on various College and community committees, task forces, and councils, including Student Equity Plan and Committee, and serves as co-chair of the Student Equity Committee.

Maintain currency regarding effective practices and research on equity, diversity, and cultural competency. Maintain currency in trends, laws, regulations, guidelines and practices pertaining to the areas of responsibility through continued study and participation in professional organizations. Seek and participate in professional development activities.

Provides analysis of legislation and regulations related to equity and affirmative action.

Supervises staff as assigned. Hires, evaluates, trains, recommends discipline and dismissal of staff as necessary.

Manages assigned budgets, including categorical and/grant budgets, developing budget proposals, justifying expenses and monitoring accounts.

Performs related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

Policies and objectives of assigned programs and activities.

College organization, operations, policies and objectives.

Budget preparation and control.

Oral, written, and presentation communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures. Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

### **ABILITY TO:**

Effectively work in a cultural rich and diverse environment and embrace equity-minded practices that impact teaching and learning.

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Supervise and evaluate the performance of assigned personnel.  
Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.  
Establish and maintain cooperative and effective working relationships with others.  
Analyze complex situations accurately and adopt an effective course of action.  
Operate a computer and assigned office equipment.  
Plan and organize work; meet schedules and timelines.  
Work independently with little direction.  
Prepare comprehensive narrative and statistical reports and presentations.

**REQUIRED EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Master's degree in speech communication, education, sociology, social anthropology, public administration, human resource management, organizational leadership, American ethnic studies, race and ethnic relations, diversity and inclusion studies, or other related field of study.

Four years professional experience in higher education, including at least two years leading efforts in planning, implementing, and assessing an organization-wide strategy for attainment of diversity, inclusion, and equity goals.

Thorough knowledge of the 1964 Civil Rights Act, the 1991 Civil Rights Act, the Americans with Disabilities Act, Title IX of the Education Amendments of 1972, Affirmative Action, Equal Employment Opportunity, and other applicable laws.

An advanced understanding of issues affecting diverse students, in all dimensions, including issues of disparities in educational background, class, race, ethnicity, age, sexual orientation, sex, gender identity, religion, immigration status, and differing abilities.

**DESIRED EDUCATION AND EXPERIENCE:**

Doctorate degree in speech communication, education, sociology, social anthropology, public administration, human resource management, organizational leadership, American ethnic studies, race and ethnic relations, diversity and inclusion studies, or other related field of study.

Experience facilitating challenging and meaningful inter-group conversations around race, ethnicity, gender, gender identity, sexual orientation, differing abilities, anti-racism, and other complex social justice issues.

Demonstrated ability in assessing, planning, and conducting workshops and training programs about cultural competence, intercultural communication, anti-racism, and other topics for students and employees.

Understanding of the multiple dimensions and intersectionality of culture, ethnic, racial, religious, and gendered identities and communities. Ability to use varying styles,

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approaches, and techniques that reflect an understanding and valuing of human diversity in the workplace.

Knowledge of adult learning principles and the ability to provide creative experiential training for adults.

Proficiency in Spanish or other languages.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Frequent interruptions.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

The work is normally sedentary work which requires exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Additionally, the following physical abilities are required:

Hear, talk, or communicate – Must be able to exchange information and communicate

Visual acuity, or ability to perceive or detect surroundings

Mental acuity – Able to focus, concentrate, understand and convey subject matter

Repetitive motion (i.e. keyboarding)

Stand, sit, walk, or be able to move or traverse from one area to another.