



## Request to Fill Classified Positions

This form can be used to track the request process for filling vacant positions, and/or requesting new positions or increases in current positions. This form is not to be used for reclassification requests or reorganizations. Complete the sections immediately below, attach any documentation and forward the packet according to the listed steps. Each person in the chain will initial and date the document, and forward it as appropriate. If the request is denied at steps 1, 2 or 4, the individual or group denying the request will inform the requesting party. Steps 3 and 5 are recommendatory only.

*Note: Temporary (District or agency) employment in the requested area is limited to a maximum of 60 days. This limit is designed to encourage prompt review of the vacancy. (Education Code Sec. 88003)*

**1. This position is a**

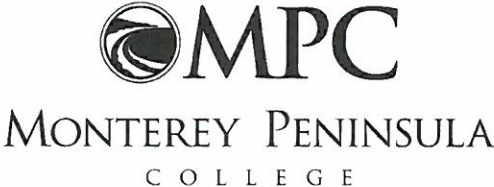
	<input type="checkbox"/> Replacement (No Changes)	<input type="checkbox"/> Replacement with requested changes *	<input checked="" type="checkbox"/> New Position (not a replacement)
Department:			Student Services
Position Title:			Dir. of 3SP/Student Equity
Last Incumbent or "New":			"New"
Date of vacancy or Date of Board approval of new position:			
Salary Range:			\$6,639-\$7,768
Hours per week:			40
Months per year:			12
Bilingual Required:			No

\* Use the "Replacement (no changes)" column to provide information about the position as it currently exists. Use the "Replacement with Requested Changes" column to show the changes.

***On a separate sheet, answer the below questions regarding the position.***

2. Annual Cost of the Proposal (HR will complete).
3. Source of Additional Funds: for New Positions or Replacements with requested increases of hours or work years:
4. If requesting changes to the position, provide the justification/rationale, and consequences of not making the change.
5. Explain how this position supports student learning.
6. Explain what would happen if the position weren't approved.
7. Bilingual (Spanish)
  - I am requesting this position be considered by the Vice President to be designated as Bilingual Required because:
  - No, this position should not be bilingual required
8. **Attach the Job Description to this request. All Classified Job Descriptions can be found online at: <http://www.mpc.edu/humanresources/Documents/Forms/AllItems.aspx>**

**Classification/Position: Director of 3SP/Student Equity      Date: 4/21/15**

steps	REPLACEMENT POSITION	Initials/Date	steps	NEW OR CHANGED POSITION*	Initials/Date
1	Chair/manager discusses vacant position with division/area and other relevant group(s).		1	Chair/manager discusses the new/ vacant position with division/area and other relevant group(s).	LW 2/19/15
2	Chair/manager discusses with VP or designee. The VP may authorize short term help if funds in the budget and no additional cost.		2	Chair/manager discusses with VP or designee. The VP may authorize short term help if funds in the budget and no additional cost.	LW 2/19/15
3	VP discusses request with Vice Presidents and President		3	VP or designee discusses request with Advisory Group.	LW 3/26/15
4	President makes final decision. VP presents to College Council for information.		4	VP discusses request with Vice Presidents and President. HR informs MPCEA.	LW 2/26/15
5	HR begins recruitment, takes recommendation to Governing Board, or takes other necessary steps.		5	College Council Reviews and makes a recommendation to the President. 2 Readings.*	LW 4/14/15
			6	President makes final decision and informs VP, Chair/manager. President directs HR to process request. (Board approval, recruitment, etc.)	
			7	HR begins recruitment, takes recommendation to Governing Board, or takes other necessary steps	

VP's Authorization for Bilingual: \_\_\_\_\_

DATE: \_\_\_\_\_

President's Authorization: \_\_\_\_\_

DATE: \_\_\_\_\_

Note #1: These steps may take more or less time depending upon time constraints (e.g. e-mail vs. meetings), and the nature of the position.

Note #2: If this process cannot be completed within 30 calendar days, the President may authorize action without completing this process and will inform the College Council.

Note #3: If the new or changed position is vital to core mission of the college, the President may authorize action without completing this process and will inform the College Council.

Note #4: Once recruitment begins, Education Code Section 88003 limits short term or substitute employment to 60 days.

\*New and changed positions must be presented to College Council for two readings and approved by the Board of Trustees. Positions included in MPCEA must be negotiated.

## TEMPLATE FOR CLASSIFIED POSITION REQUEST

**Position Title:** Director of 3SP (Student Success and Support) and Student Equity

**Dept/Program:** Student Services

**Submitted by:** Larry Walker

**Search Committee Chair:** Larry Walker

**PT/FTE:** 1 FTE

**New or Replacement:** New

**Service Category:** 17

**Salary/Benefit Costs:** \$79,668 (salary) + \$33,565 (benefits) = \$113,233

**Net Additional Costs:** \$0

**Funding Source:** Categorical-3SP/Student Equity

**Are there Salary Savings:** No

**Description of duties and responsibilities:** The Director is responsible for planning, directing, managing, evaluating and overseeing the activities, services, and staff of the Student Success and Support Program (3SP). The Director is also responsible for developing and implementing the Student Equity Plan and other coordinating with other student success initiatives. Duties include the development of short and long-range plans and strategies to meet the District/College goals and objectives for the development and implementation of a comprehensive Student Success and Support Program Plan and Student Equity Plan which will be used for the promotion of student success, outreach, retention, and graduation. Duties are carried out with considerable independence within a framework of policies, administrative guidelines and state laws/codes.

**Special Considerations:** The position is necessary to fulfill the services requirement contained in the Student Success and Support Program (3SP) and Student Equity plans

**Does Position act as an entry point for the college? Yes Should it be bilingual? No Why?**

This is a support position to the program and there is no language requirement necessary.

- I am requesting this position be considered by the Vice President to be designated Bilingual Required.  
 No, this position should not be bilingual required

**What would happen if this position weren't approved?** The Student Success and Support Program (3SP) and Student Equity plans would have a difficult time meeting the academic and support needs of students and would need to seek another method to meet the student success mandates set for in the student success initiative.



**Draft Job Description, Spring 2015**  
**Director of Student Success and Equity**

**Definition**

Under general direction ~~of the Dean of Student Services~~, the Director is responsible for planning, directing, managing, evaluating and overseeing the activities, services, and staff of the Student Success and Support Program (3SP). The Director is also responsible for developing and implementing the Student Equity Plan ~~and other~~ in coordination with other student success initiatives. ~~The Director is classified as an Educational Administrator.~~

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The **Director of Student Success and Equity** is responsible for developing and implementing short and long-range plans and strategies to meet the District ~~and~~ College goals and objectives for the development and implementation of a comprehensive Student Success and Support Program Plan and Student Equity Plan which will be used for the promotion of student success, outreach, retention, and graduation. Duties are carried out with considerable independence within a framework of policies, administrative guidelines and state laws ~~and~~ codes. Incumbents must utilize excellent communication skills to effectively facilitate and interact with a wide range of schools, management, administrators, faculty, staff and students while maintaining day to day management of the Student Success and Support Program and Student Equity Plan. ~~Incumbents must also possess strong organizational and leadership skills.~~

**~~Supervision Received~~**

~~General direction is usually received from the Dean of Student Services.~~

**~~Supervision Exercised~~**

~~Direct supervision is exercised over professional, technical, and clerical staff assigned to the Student Success and Support Program and Student Equity Plan.~~

**Essential Job Functions**

1. Provide leadership in coordinating student success efforts and ensure compliance with the Student Success Act of 2012 (SB 1456) and other related legislation; including the development, implementation, and regular review of the Student Success and Support Program Plan and the Student Equity Plan; including any required reporting mandates.
2. Foster and promote student development and success in collaboration with faculty, staff, students, and administration in support of the Student Success and Support Program and Student Equity Plans including alignment with campus' mission, vision, and strategic plan.
3. Develop and implement professional development initiatives related to Student Success and Support Program and Student Equity.
4. Work collaboratively with faculty, staff, and administration to assist the campus in achieving enrollment and student success targets as delineated in Student Success and Support Program Plan and the Student Equity Plan.
5. Provide data and information for student learning outcomes, program learning outcomes, program review, annual program report, strategic initiatives, student services, student success and support services, student equity or other related reports as requested.

6. Provide support to the campus outreach efforts and support for students in transition from schools to the community college including registration events.
7. Collaborate with local service area K-12 administrators and staff to implement and/or sustain projects that generate applicants and support students in transition from schools and the community to the college.
8. Develop, monitor, and implement a calendar that systematically coordinates associated Student Success and Support Program and Student Equity outreach activities between the college and local K-12 schools and community agencies.
9. Collaborate closely with the personnel with all programming designed to assist students in being fully matriculated to the college.
10. Work closely with faculty and staff to assist in achieving enrollment and student success targets.
11. Responsible for the oversight and coordination of all campus tours and campus visits.
12. Coordinate activities with the college's Student Ambassador Program.
13. Provide leadership to reporting staff in developing, monitoring, evaluating and assessing annual program reflections and action plan goals and priorities, to include Student Learning Outcomes (SLOs).
14. Develop and monitor budgets and expenditures for equity and student success programs under the direction of the Dean of Students.
15. Develop and implement a training plan in collaboration with appropriate staff for matriculation and student equity.
16. Work collaboratively with the Institutional Research and program offices in the collection of annual data for reporting purposes.
- ~~16-17.~~ Collaborate with other campus committees and student success initiative, such as the Basic Skills Initiative and categorical programs.
- ~~17-18.~~ Collaborate closely with K-12 service area high schools to arrange outreach events and college fairs, with a particular emphasis on student equity and outreach.
- ~~18-19.~~ Collaborate with college personnel to market and communicate to outreach and student success efforts.
- ~~19-20.~~ Lead area planning and implementation meetings.
- ~~20-21.~~ Attend professional seminars/conferences related to student success, student equity, and faculty/staff development.
- ~~21-22.~~ Provide data and information as necessary for program review, student services, student success and support services, and student equity.
23. Supervise and evaluate the effectiveness of action plans and program plans.
24. Supervise professional, technical, and clerical staff assigned to the Student Success and Support Program and Student Equity Plan.
- ~~22.~~
- ~~23-25.~~ Ensure the evaluations of reporting staff are conducted on a regular and systematic basis in accordance with collective bargaining agreements and board policies and regulations.
- ~~24-26.~~ Participate in the coordination of concurrent enrollment efforts.
- ~~25-27.~~ Serve on standing and ad hoc committees as assigned.
- ~~26-28.~~ Perform other duties as assigned.

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#### Minimum Qualifications

Knowledge of:

1. Senate Bill 1456 (Student Success Act of 2012), Student Success and Support Program, Student Equity Plan, and other related student success initiatives and/or legislation.
2. Educational institutions, news media, and community groups in the college's service area.
3. Methods and practices of public communication, outreach and involvement including marketing techniques.
4. Recruitment techniques used in educational institutions.
5. Budget preparation and control.
6. Student activities and services at the college.
7. Record keeping and report preparation techniques to ensure information is accurately presented and reported.
8. Proper English usage, including spelling, grammar, and punctuation in order to compose items such as correspondence and/or reports.
9. Customer service principles in order to appropriately interact with students, staff, faculty, and the public.
10. Current computer operating systems, software applications and office productivity software such as word processing, spreadsheets, calendaring, presentation, and database programs.

**Skill to:**

1. Independently plan and implement a comprehensive and innovative student outreach program, student success and support program plan, student equity plan and other recruitment programs.
2. Coordinate complex and diverse recruitment activities in support of student success programs.
3. Analyze a variety of administrative problems to make sound policy and procedural recommendations for their solutions.
4. Make effective oral presentations to a variety of audiences with differing levels of knowledge regarding student services.
5. Effectively communicate with individuals for whom English is not a primary language.
6. Exercise tact, diplomacy and confidentiality in dealing with sensitive and complex issues and situations.
7. Plan and organize work to meet established timelines and department schedules.
8. Operate standard office equipment such as computers, fax machines, copy machines, telephones, and others.
9. Utilize word processing, spreadsheets, email, online calendaring and data entry/retrieval from database programs.
10. Rapidly learn and acquire skills in areas and technologies not previously assigned.
11. Type at a sufficient speed to maintain workflow.

**Ability to:**

1. Develop and direct a comprehensive Student Success and Support Program and Student Equity Plan, founded upon enrollment management principles.
2. Effectively represent the District and campus at community events and present clear, concise, comprehensive reports to all in attendance.
3. Establish and maintain effective working relationships with District and campus administrators, management, staff, students, diverse community, collaborative partner contacts, independent programs consultant and /trainers, and the public.
4. Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administrators and staff.



5. Promote workplace diversity and a positive work environment.
6. Analyze problems, develop sound problem-solving models, and propose logical solutions to problems.
7. Research, evaluate data, and prepare comprehensive, concise reports and recommendations.
8. Prepare and monitor a budget.
9. Demonstrate possession of strong organizational and leadership skills.
- ~~8,10.~~
- 9-11. Learn Title V, California Education Code, Merit System Rules, Board Policy, Administrative Regulations and collective bargaining agreements in the District.
- ~~10,12.~~ Maintain confidentiality of sensitive information and records.
- ~~11,13.~~ Supervise, train, and evaluate personnel.
- ~~12,14.~~ Operate computers and their peripherals.
- ~~13,15.~~ Use current common software applications in order to accurately enter and retrieve data.

#### **Education & Experience**

~~Any combination of education and/or experience, which demonstrates that the individual is likely to possess the required knowledge, skills and abilities:~~ Master's degree from an accredited college or university, preferably in educational administration, counseling, organizational behavior, or a related field and 2 years or more of increasingly responsible experience working in a student services program involving the matriculation process, including at least one year of lead or supervisory experience.