



### New Classified Hiring/Position Justification

**Hiring Division/Department:** Office of the President      **Position Title:** Director of Equity Programs

**Classification**

Position type: Permanent X      Full Time X      # of months 12  
Part Time             % of Full Time 100%      # of months       

Position: General Funds X  
Allocation: External Funds\*             Expiration Date       

**Budget Information**

Grade AJ      Step 2      Annual Salary \$122,328

**Justification**

Please respond to the following questions in electronic format to the appropriate Dean, Manager or Vice President. Additional information may be provided as relevant for position justification.

**1. Describe the specific needs for the position requested and the duties of this position in a brief statement.**

Cañada College has an unmet need to strengthen supportive practices and address systems that hinder student success and completion in order to close equity gaps and create a student-ready, equity-minded college. Specific needs and duties include: Work with PRIE on evaluative methods, research, reports, and other outcome measures for equity; provide sustained equity focused professional development for faculty, staff, and administrators; develop and coordinate sustained professional development specifically for faculty on research-based best practices and equity minded teaching practices; provide leadership, management, and co-development of the college's institutional initiatives that promote equity and cultural fluency across the college; collaborate with faculty, staff, and students to facilitate implementation of equity related activities and initiatives based on research and direct work with students; facilitate regular equity lecture series at Cañada College and bi-annual equity summit for students, staff, faculty, and community; collaborate with Skyline College Dean of Equity and College of San Mateo Director of Equity on development and promotion of district events; and keep updated and promote college, district, and state equity related professional development opportunities and funding for them.

**2. Explain how this position aligns with and supports the mission and strategic goals of the college.**

This position aligns with the college mission and supports all three Cañada Colleges goals;

- **#1 Student Completion/Success:** Having a director level equity position will enable us to build a comprehensive college wide approach to equity that will address barriers to success and retention with the goals of each student having what they need to achieve their educational goals.
- **#2 Community Connections:** This position will coordinate events and activities on campus that serve the community and that bring in expert practitioners from within the local community and beyond.
- **#3 Organizational Development:** Funding this position will create a direct investment in college-wide professional learning supporting innovation, best practices, student success, and equity as well as work with programs that address student barriers and Guided Pathways design to close equity gaps. The core work of the Equity Director is to cultivate a climate of inclusivity.

**3. Explain how adding this position will strengthen the college.**

This position will strengthen the college in several important ways:

- Create a central position for leading intentional streamlined equity efforts at Cañada College. Currently there is no central position to lead this work at the college, whereas Skyline College and College of San Mateo have Dean and Director positions respectively.
- Coordinate ongoing work to build, assess, and sustain institutional equity goals: This position will be dedicated to supporting achievement of the equity-related goals specified in college and district plans, including the Integrated Plan that combines the work previously supported by Basic Skills, Student Equity and SSSP committees.
- Develop and coordinate sustained professional development specifically for faculty on research based best practices and equity minded teaching practices

**4. Explain how this work will be accomplished if the position is not filled.**

These efforts are currently being partially supported through the work of the ACES coordinator, a faculty position with a small amount of reassigned time, and the Dean of ASLT, an administrative position with responsibility for the operations of an entire college division. If this position is not filled, it will limit the ability of Cañada College to fully enact the necessary institutional equity framework; the ASLT Dean and Faculty Coordinator positions are essential and carry out many additional roles but alone they do not have the capacity nor are they designed to lead the entire campus wide equity work. An example of this can be found in the professional development needs that would be met by this position. Specifically this encompasses providing sustained equity focused professional development for faculty, staff, and administrators at flex sessions, in regular training sessions throughout the year including retreats, via individual mentorship, and online support. Another example is tracking equitable outcomes in areas such as online instruction and identifying training and support needed to address equity gaps in areas where gaps are found.

Please submit completed Classified Position Hiring/ Position Justification electronically to the responsible administrator in your division or department.

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**This position has been reviewed by the department or division and is recommended for hiring.**

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**Dean / Director / Hiring Supervisor** \_\_\_\_\_ **Date** \_\_\_\_\_