

DIRECTOR, SPECIAL POPULATIONS

JOB SUMMARY

Under the general direction of the area administrator, oversee the planning, coordination, and implementation of programs, services, and initiatives aimed at supporting the success and retention of special population students. Incumbent will ensure that culturally responsive support is provided to special population students, have access to resources and opportunities to thrive academically, and services and engagement opportunities promote student belonging, retention, persistence, and completion, in alignment with the District's mission, vision, values, Guided Pathways framework, and equity goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements and duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.

1. Provide visionary leadership for the development and implementation of programs and services that support the academic and social success of special student populations; design and implement programs and initiatives, such as UMOJA, A2Mend, LGBTQIA+, and Latinx (Puente), that address the unique needs and challenges faced by Special Population students; design, implement, and evaluate programs and initiatives that promote the academic success, retention, and graduation of special student populations; establish culturally relevant services and programs that align with the unique needs of special population students.
2. Lead the development and implementation of strategic outreach efforts to increase enrollment of special population students; plan and participate in events, cultural activities, and workshops designed to celebrate, promote, and affirm identity, culture, heritage, and student success.
3. Supervise, train, and support assigned personnel; develop training, orientation, and professional development resources in support of special population student development for staff and faculty.
4. Prepare and conduct presentations to students, faculty, staff, and community members on relevant program information; work closely with district administrators, faculty, and staff to promote cultural awareness and understanding of traditions and issues affecting special populations students; participate in campus-wide committees and initiatives focused on equity, diversity, and inclusion.
5. Oversee the maintenance of the program websites with accurate information for students and the college community.
6. Develop mentorship and support programs that foster a sense of belonging and community among special population students.
7. Advocate for special population students, addressing their unique challenges and barriers to higher education; collaborate with district groups to organize events that celebrate special population students and raise awareness about issues affecting the special population student community.
8. Provide guidance and support for students facing academic, personal, or systemic challenges; coordinate and oversee support mechanisms to support retention and educational goal completion of special population students; collaborate with academic departments, counselors, and student services to provide comprehensive support for special population students.

9. Assist students in navigating campus resources such as academic advising, financial aid, tutoring, mental health services, and career counseling.
10. Prepare regular reports on the effectiveness of programs and initiatives, making recommendations for improvement; compose correspondence and reports to meet grant guidelines and requirements; collect and analyze data related to the experiences and outcomes of students.
11. Develop and manage budgets for Special Population programs and services; responsible for implementation of grant program objectives; identify and assist in applying for and managing grants that support special population student programs and services.
12. Provide leadership in the development, implementation, and evaluation of affinity group programming – including planning, training, marketing, and partnerships.
13. Represent the Special Population Program in the community on matters relating to assigned programs and participate in community planning activities; foster strong relationships with local Special Population communities, organizations, and educational institutions to strengthen student recruitment and engagement; work with community leaders to achieve the District mission of serving diverse communities through collaboration, innovation, and partnerships.
14. Administer special projects that support the student access, retention, and completion goals of the District.
15. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. Administrative procedures and practices at the college level.
2. Appropriate and relevant state and federal codes, statutes and regulations including Title 5 of the California Code of Regulations and Education Code, Americans with Disabilities Act (ADA) compliance regulations, and other relevant categories.
3. Guided Pathways Framework.
4. Historical and structural roots of identity and inequality amongst traditionally marginalized groups.
5. Methods, strategies, and tactics to coach, mentor, and facilitate diversity, equity, social justice, and multicultural education initiatives.
6. Principles of conflict resolution.

Skills in:

N/A

Ability to:

1. Provide leadership, prioritize projects, and meet timelines.
2. Communicate effectively, both orally and in writing using interpersonal skills with tact, patience, and diplomacy.
3. Perform complex multi-tasking duties that include interpreting and implementing federal and state regulations and District policies and procedures.
4. Prepare and make effective presentations.

BOT APPROVAL DATE: June 11, 2026

FLSA: EXEMPT

5. Read, interpret, apply and explain laws, rules, guidelines and regulations as it relates to categorically funds and grants.
6. Make independent judgments within established guidelines.
7. Develop and maintain accurate records and reports.
8. Prepare oral and written reports and recommendations.
9. Analyze situations and adopt an effective course of action.
10. Collect, compile, and analyze data.
11. Establish and maintain cooperative and effective working relationships with others.
12. Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.

QUALIFICATIONS AND REQUIREMENTS

Education and Experience:

1. A bachelor's degree from an accredited institution in education, counseling, or social work (or a similar field); AND five (5) years of professional, full-time experience supporting Special Population Student communities; OR an equivalent combination of education, training, and/or experience.
2. Experience must include one (1) year in a leadership or supervisory role.

Licenses and Certifications:

Travel will be required for this position between District locations. Incumbent will be responsible for securing transportation to assigned locations.

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 to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with travel from site to site.

Physical: Primary function requires sufficient physical ability and mobility to work in an office setting and travel from site to site; 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 up to 20 pounds; to operate office equipment requiring repetitive hand movements 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; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

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