

**CHIEF INCLUSION, DIVERSITY, EQUITY, ACCESSIBILITY OFFICER (CIDEAO)**

| **Reports to:**  | Superintendent/President |  |  |
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| **Dept:** | Office of the Superintendent/President |  |  |
| **FLSA:** | Exempt | **EEO:** | Executive/Administrative/Managerial |

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.*

### BASIC FUNCTION:

The Chief Inclusion, Diversity, Equity, and Accessibility Officer (CIDEAO) provides executive-level leadership and guidance to the district’s inclusion, diversity, equity, accessibility (IDEA) initiatives in support of the College’s mission, vision, values, goals and commitment, and to create an exceptional learning and working environment. The CIDEAO leads the college in development, planning, strategy implementation to create a culture for IDEA; helps to create a futures-thinking focus, and the creation of just, equitable and sustainable futures; and actively engages students, faculty, and staff to further behaviors, attitudes, and policies that support an IDEA college environment. The CIDEAO is supported by other campus leaders who also have related responsibilities for IDEA.

### ESSENTIAL DUTIES & 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 of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

Diversity, Equity, Inclusion, and Accessibiity

1. Develops, plans, collaborates, leads, facilitates, and advises campus leaders, students, faculty, staff, and external constituencies on the creation, implementation, and evaluation of strategic IDEA initiatives and matters with a futures lens.
2. Work with faculty, staff, students, and appropriate institutional governance structures to promote inclusive excellence in teaching and learning across the curriculum and within cocurricular programming.
3. Work collaboratively with senior administrators and members of the campus community to assess, plan, develop, and build the infrastructure and institutional capacity for IDEA.
4. Work with senior administrators and campus professionals to develop, facilitate, respond to, and assess campus protocols that address hate‑bias incidents, including efforts related to prevention, education, and intervention.
5. Works within the campus community to advocate for inclusive excellence in research, creativity, and learning in all fields as fundamental to the mission-driven work of the institution. Gathers and analyzes data and produces reports. Assesses and monitors program effectiveness and keeps management informed of IDEA progress and futures issues.
6. Support advancement activities, managing engagement of prospects for major District priorities, providing research, and conferring on strategies.
7. Establishes positive relationships with community groups and organizations.
8. Participates in appropriate professional development and community organizations.
9. Ensure the implementation of, and compliance with, the legal and regulatory requirements for the institution.
10. Performs other related duties as assigned.

Supervisory

1. Recruits, interviews, recommends hires, and trains department employees.
2. Oversees the daily workflow of the department.
3. Develop and submit budgets and participates in responsible fiscal planning and budgeting.
4. Provides constructive and timely performance evaluations.
5. Handles discipline and terminations of employees in accordance with district policies and procedures.

### COMPETENCIES:

* Leadership and Navigation
* Scholarship in IDEA and knowledge of best practices
* Consultation
* Ethical Practice
* Cultural Awareness
* Governance Acumen
* Relationship Management
* Communication
* Critical Evaluation

### KNOWLEDGE AND ABILITIES:

### KNOWLEDGE OF:

* District organization, operations, policies and objectives
* Advanced theories, principles, and best practices related to IDEA and futures
* Principles and practices of organization and culture change
* Principles and practices of program development and management
* Principles and practices of effective management and supervision
* Principles and practices of crisis and non-crises communications
* Budgeting methods and practices
* Conflict resolution and mediation methods

ABILITY TO:

* Provide strategic leadership; cultural competency and work with diverse academic, cultural and ethnic backgrounds of community college students and staff;
* Manage change and sensitive topics;
* Offer viable solutions for problem solving;
* Analyze and provide sound recommendations on complex management and administrative issues, including identifying alternative solutions, projecting consequences of proposed actions, and making recommendations in support of goals;
* Analyze situations accurately and adopt an effective course of action.
* Work independently with little direction.
* Write and edit clear, concise, accurate and effective materials for public distribution.
* Meet schedules and deadlines.
* Work confidentially with discretion.
* Develop and control budget.
* Understand and follow oral and written directions.
* Interpret and prepare complex reports.
* Give effective oral presentations.
* Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic, and accessibility issues.

### EDUCATION AND EXPERIENCE:

* A Master’s degree.
* Five years of experience advancing IDEA in a complex organization; and including two years of management or supervisory experience.

### LICENSES AND OTHER REQUIREMENTS:

A valid California driver’s license and the ability to maintain insurability under the district’s vehicle insurance program.

**CONTACTS:**

District administrators, faculty, staff, students, other college and community organizations, governing board members, elected officials, foundation/community supporters, vendors, contractors, media and the general public.

**PHYSICAL EFFORT:**

*The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Primarily sedentary with intermittent standing, walking, bending and stooping; occasional light lifting and carrying of objects weighing up to 25 pounds; ability to travel to various locations on and off campus as needed to conduct district business.

**EMOTIONAL EFFORT:**

Ability to develop and maintain effective working relationships involving interactions and com­munications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to work effectively under pressure on a variety of tasks concurrently while meeting established deadlines and changing priorities.

**WORKING CONDITIONS:**

Primarily business office environment; subject to frequent public contact and inter­ruption; inter­mittent exposure to individuals acting in a disagreeable fashion; may work at any district location or authorized facility with occasional evenings and/or week­ends on an as-needed basis. Occa­sional local travel may be requested.