

# JOB DESCRIPTION



---

**Position Title:** Director of Student Success/Title IX Coordinator

**Department:** Student Services

**Employment Category:** Exempt Staff

**Primary Location:** District-wide  
Based on the Sierra Vista Campus

**FLSA Classification:** Exempt  
**Remote Work Eligible:** No

**Parameters:** Full-Time; 12 Months/Year

**Pay Grade:** EX15

---

**Position Summary:** The Director of Student Success/Title IX Coordinator is responsible for oversight of the student success initiatives and for oversight of accessibility, testing, and tutoring services; assists students in the resolution of problems, develops and promotes initiatives that improve retention and overall student success, and serves as the Title IX Coordinator for the district.

**Essential Functions:** As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

**Duties and Responsibilities:** Within the scope of college policies and procedures, this position:

Establishes strategic direction advancing student success initiatives aligned with the college mission; oversees accessibility, testing, and tutoring services; ensures the availability of math, writing, and subject-specific tutoring; ensures compliance with related state and federal regulations

Works closely with the Assistant Vice President for Student Services (AVPSS), deans, and directors of academic and non-academic areas in addressing concerning and disruptive behavior on campus; supports and represents the AVPSS on issues related to behavior management, threat assessment, student welfare, student conduct and college compliance; processes low-mid level nonacademic conduct violations

Directs student advocacy and wellness programming and initiatives throughout the district, including conducting assessments, analyzing research and incorporating best practices to enhance existing programs and the development of new programs and initiatives

Leads the C.A.R.E.S. committee of deans, directors, and faculty, also known as the college's early alert system, which helps students reduce or eliminate barriers to student success and collaboratively develops action response plans for individual students to help them succeed; (*CARES refers to: building Connections, assisting with Academic interventions, providing Resources, encouraging Engagement, and overall student Support*)

Serves as the college's Title IX Coordinator, supporting related compliance initiatives, investigations and reporting, coordinating training needs with Human Resources in related areas of compliance, working with Title IX Investigators, Advisors, and Decision Makers. Facilitate regular meetings and training of the college's Title IX Team; maintains appropriate certifications

# JOB DESCRIPTION



and subject matter expertise regarding Title IX, and related laws and regulations Designs, develops, and presents Title IX and FERPA compliance training as needed and participates in the review and selection of training materials, and oversees the college's Title IX web pages and related resources

Develops and updates policies and procedures governing the student success initiatives; sets strategic direction; develops, supervises staff essential to the delivery of quality services; allocates human resources, evaluates performance, trains and resolves issues; recommends personnel actions

Communicates and collaborates with senior administration on relevant complaints, develops and maintains internal metrics and/or reports to keep senior administration informed on a regular basis and will work in conjunction with the AVPSS to prepare an annual board report related to Title IX compliance

Formulates, implements and oversees the departmental budget; represents the district on relevant state organizations; participates in professional development opportunities staying informed of compliance requirements and best practices

Performs other related duties as assigned

**General Expectations:** Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

## **Education and Experience Requirements:**

Bachelor's degree in education or a related field from an institution accredited by an institutional accrediting body of higher learning recognized by the US Department of Education, master's degree preferred

Four years related professional experience

Preference may be given to individuals with behavioral health crisis response training

Preference may be given to individuals who possess the ability to communicate in Spanish and English, verbally and in writing

Possess a valid state issued driver's license and ability to meet and maintain driving privileges

*An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.*

## **Knowledge, Skills and Abilities:**

Knowledge of and ability to follow college policies and procedures

Knowledge of current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications

Knowledge of emerging trends in higher education student wellness

Knowledge of student success initiative development and implementation

# JOB DESCRIPTION



Knowledge of student resources, referrals and services  
Knowledge of management practices and principles  
Skill in listening to issues, synthesizing information, and reaching sound conclusions  
Skill in presenting ideas and concepts orally and in writing  
Skill establishing and maintaining effective working relationships with other department staff, faculty, students and the public  
Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner  
Ability to relate to a diverse population and to maintain composure when faced with difficult situations  
Ability to organize, prioritize, and follow multiple projects and tasks through to completion with attention to detail  
Ability to work independently while contributing to team environment  
Ability to effectively identify, analyze and resolve problems, to use independent judgment and decision-making processes to take appropriate action, and to maintain strict confidentiality related to sensitive information  
Ability to establish and maintain effective working relationships with other department staff, faculty, students and the public

**Work Environment:** Work is primarily performed under general supervision in a typical office setting with appropriate climate controls. Travel is required. May require early morning, evening, and weekend work.

**Physical Requirements:** Essential functions of this position require: lifting, manual dexterity, ability to communicate.

Sedentary Work: 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, including the human body; involves sitting majority of time; walking and standing are required only occasionally, and all other sedentary criteria are met

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

**Reports To:** Associate Vice President for Student Services

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.