

Faculty Coordinator, Equity Office  
Foothill-De Anza Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=237429>

Downloaded On: Apr. 22, 2025 11:32pm

Posted Jun. 12, 2024, set to expire Jun. 1, 2025

**Job Title** Faculty Coordinator, Equity Office  
**Department** Staff  
**Institution** Foothill-De Anza Community College District  
Los Altos Hills, California

**Date Posted** Jun. 12, 2024

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Multicultural Affairs/Diversity  
Administrative Support/Services

**Apply Online Here** <https://apptrkr.com/5323174>

**Apply By Email**

**Job Description**

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**Faculty Coordinator, Equity Office**

HR EMPLOYMENT/CAREERS

**Initial Review Date: 06/06/24\* Next Review Date: 03/21/2025\*; The position is now open until filled\*\***

\*For full-consideration, all application packets must be received by 11:59 pm on the closing date. Any complete applications received after the review date will only be forwarded to the hiring committee at

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their request.

**\*\*During the open-until-filled period, the position will remain open; however, the posting may be removed at any time without prior notice once a sufficient number of qualified applications have been received.**

The Foothill-De Anza Community College District is currently accepting applications for the faculty position **Faculty Coordinator, Equity Office, De Anza College.**

The Foothill - De Anza Community College District does not have a remote work policy. All employees are expected to be available to work in person and on-site per the requirement of the department.

The Foothill-De Anza Community College District does not reimburse applicants for travel, lodging or any other costs incurred by applicant to attend interviews. All interviewing costs incurred will be the responsibility of the applicant.

**Foothill - De Anza Community College District Mission Statement:**

The mission of the Foothill-De Anza Community College District is student success. We are driven by an equity agenda and guided by core values of excellence, inclusion, and sustainability. Every member of our district contributes to a dynamic learning environment that fosters student engagement, equal opportunity, and innovation in meeting the various educational and career goals of our diverse students. We are committed to providing an accessible, quality undergraduate education dedicated to developing a broadly educated and socially responsible community that supports an equitable and just future for California.

**De Anza College Mission Statement:**

De Anza College provides an academically rich, multicultural learning environment that challenges students of every background to develop their intellect, character and abilities; to realize their goals; and to be socially responsible leaders in their communities, the nation and the world.

De Anza College fulfills its mission by engaging students in creative work that demonstrates the knowledge, skills and attitudes contained within the college's Institutional Core Competencies:

- Communication and expression
- Information literacy
- Physical/mental wellness and personal responsibility

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- Civic capacity for global, cultural, social and environmental awareness
- Critical thinking

**ABOUT THE POSITION**

De Anza College is seeking a dynamic and dedicated Faculty Coordinator-Equity to support the implementation of Student Equity & Achievement goals, the Equity Plan and other strategic college plans through an equity lens. The Faculty Coordinator-Equity will play a pivotal role in advancing equity, diversity, and inclusion initiatives within the college community by collaborating with faculty, staff, and administrators; programs and services to promote a culture of equity-based evidence and practices relevant to the position. The incumbent will foster practices of belonging and inclusivity that develop opportunities for the success of all students, particularly those from historically marginalized backgrounds.

Standard duties expected of all faculty include development and evaluation of curricula, maintaining scheduled office hours, attending department and division meetings, pursuing professional growth activities, service on district and/or college committees, and performing other duties consistent with the role of an instructor. Instructors also have the opportunity to participate in campus extra-curricular activities.

**DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:**

Under the supervision of the Dean, Equity & Engagement, the Faculty Coordinator-Equity will provide equity-minded leadership and expertise for the following duties:

1. Demonstrate initiative and creativity in developing and implementing anti-racist, anti-oppressive, harm reducing trainings and creative programming such as in-services, events, individual consultations in community with administrators, faculty, staff, and students.
2. Coordinate equity-related programming and events, including workshops, seminars, and speaker series focused on cultural humility, cultural responsiveness, social-emotional learning, cultural capital and strengths-based learning, collaborate on creating equitable online learning resources and workshops, and sharing liberatory frameworks for teaching as well as relational pedagogies inside and beyond the classroom.
3. Develop, coordinate, implement, and conduct professional development workshops focused on equitable practices in collaboration with the Office of Professional Development Coordinator and Faculty Coordinator in Online Education, providing opportunities to enhance faculty and staff's understanding of equity issues and culturally responsive teaching strategies. \

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4. Cultivate an understanding, sensitivity and respect for students are disproportionately impacted in the campus community, including but not limited to first generation, LGBTQ+, low income, persons with different abilities, students of color, undocumented; inclusive of intersectional identities, faculty and staff, through cross campus collaboration in workshops, activities, events, facilitated training, conferences, seminars, presentations, etc.
5. Coordinate equity initiatives in collaboration with key stakeholders-Office of Professional Development, Online Education and Learning Resources, Student Success Center, and other academic and student services departments/areas.
6. Collaborate with shared governance and leadership bodies to develop culturally responsive, equitable, and transformative curriculum for faculty, learning communities, campus departments, and divisions, integrating equity-minded practices into curriculum development and instructional delivery in partnership with faculty and staff. Support the recruitment and retention of diverse faculty and staff through outreach efforts and mentorship programs.
7. Serve as a resource for guidance on equity-related matters and support services for faculty, staff, and students.
8. Facilitate dialogue and critical conversations among campus stakeholders to address equity gaps and promote inclusive practices.
9. Coordinate, with the institutional research office, assessment activities to measure the effectiveness of equity initiatives and identify areas for improvement.
10. Stay updated on current trends and promising practices in equity and diversity within higher education.

## **KNOWLEDGE, SKILLS AND ABILITIES**

In addition of the above, successful candidates will demonstrate the following:

1. Knowledge of and experience with issues of cultural diversity and equity, gender, sexual orientation, and ability.
2. Knowledge of and experience with concepts and methods of transformative organizational change as they relate to diversity, equity, social justice, and multicultural education.
3. Demonstrate creativity, initiative and flexibility in implementing our diversity, racial equity, social justice, and multicultural education initiatives.
4. Ability to build relational capacity and foster coalition building among diverse stakeholders to promote collaboration and achieve shared equity goals.
5. Ability to plan, organize work independently and manage multiple priorities.
6. Ability to think and act under pressure with a high level of efficiency.
7. Ability to assess situations, pivot and adapt to an effective course of action.

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8. Excellent verbal and written communication skills.
9. Technical computer proficiency.

**MINIMUM QUALIFICATIONS:**

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Master's degree that meets the state mandated applicable minimum qualification for a faculty appointment. Minimum qualifications for faculty and administrators for the California Community Colleges can be viewed at: <https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/Educational-Services-and-Support/What-we-do/Educational-Programs-and-Professional-Development/Minimum-Qualifications><https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/Educational-Services-and-Support/What-we-do/Educational-Programs-and-Professional-Development/Minimum-Qualifications>

**Preferred Qualifications:**

1. Bachelor's or master's degree in a discipline that examines the experiences, cultures, histories and issues of historically underrepresented groups, and/or issues of social inequality and social justice
2. Three years of demonstrated experience in culturally responsive teaching, training, facilitation; and/or community organizing and advocacy that creates a culture of equity-based evidence and practices relevant to the position.
3. Experience with culturally relevant and transformative curriculum and pedagogy, and conflict resolution techniques.
4. Experience in implementing transformative organizational change, with a focus on anti-oppressive practices, racial equity, social justice, and multicultural education.
5. Strong leadership skills, including interpersonal communication and cultural competency.

**WORKING CONDITIONS:**

**Environment:**

1. Indoor, office environment.

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**Physical Abilities:**

**(Applicants should perform these physical abilities with or without reasonable accommodations)**

1. Hearing and speaking to exchange information.
2. Vision sufficient to read various materials.
3. Dexterity of hands and fingers to perform the tasks required of the position.
4. Regularly stand, walk, and sit for extended periods of time.
5. Bending at waist, kneeling, or crouching.
6. Reaching overhead, above the shoulders, and horizontally.
7. Lifting and carrying objects up to 20 lbs.

**APPLICATION PACKET:**

1. A District on-line application to be completed at <http://hr.fhda.edu/careers/>\*In the application, you will provide information, which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff. **Additionally**, you will be asked to explain how your life experiences, studies or work have influenced your commitment to diversity, equity and inclusion.
2. A cover letter detailing your background and experience, skills, and abilities as they relate to the minimum and preferred qualifications of this position.
3. A current resume of all work experience, formal education and training.

**If you wish to request equivalency for this position** (if you believe you do not otherwise meet minimum qualifications via educational degree attainment as specified), you may submit the Request for Equivalency form. This form will need to be submitted with your application packet. You may either scan a hard copy of this form with your application packet or submit it as a Word document with your application packet. [http://hr.fhda.edu/\\_downloads/Equivalency.pdf](http://hr.fhda.edu/_downloads/Equivalency.pdf)

**Applicants will be REQUIRED to submit transcripts for salary placement purposes. Applicants who have international transcripts must obtain transcripts that are evaluated by an independent educational-equivalency evaluation company and obtain an English translation (if necessary). These services are to be done at the applicant's expense.**

**If any required application materials are omitted, the committee will not review your application packet. Application materials not required (including reference letters) for this position will not**

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**be accepted. For full-consideration, all application packets must be received by 11:59 pm on the closing date.**

**Please allow yourself ample time to complete your application and resolve any technical difficulties that may arise with your submission. We do not guarantee a response to application questions within 48 hours of the closing date. You may also visit our "Applicant Information" webpage to assist with technical difficulties at: <http://hr.fhda.edu/careers/a-applicant-instructions.html>**

**HIRING RANGE:**\$79,975.00 - \$131,346.00 annually plus benefits; actual placement is based on applicant's verified education and experience.

**For the complete Faculty Salary Schedule, go to:**

[https://hr.fhda.edu/\\_faculty-information.html](https://hr.fhda.edu/_faculty-information.html)

Excellent benefits package which includes medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance. Other voluntary benefits are also available such as legal assistance, pet insurance, and long-term care. Faculty are also eligible for paid professional development leaves and stipends for educational and professional development.

For information on our benefits package that includes medical for employees and dependents, visit our web site: <http://hr.fhda.edu/benefits/index.html>

**TERMS OF EMPLOYMENT:** Full-time, Tenure-track, 11-months per year

**STARTING DATE:**Fall 2025

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

For more information about our application process contact:

Employment Services

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12345 El Monte Road

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Email: [employment@fhda.edu](mailto:employment@fhda.edu)

<http://hr.fhda.edu/>

**This position will become Open Until Filled after the initial Closing Date. Any complete applications received while the position is Open Until Filled will be reviewed by the hiring committee only upon committee request.**

To apply, visit <https://fhda.csod.com/ux/ats/careersite/4/home/requisition/1617?c=fhda>

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### Contact

Staff

Foothill-De Anza Community College District

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