



TITLE: Senior Director, Institutional Effectiveness, Research and Planning

CLASSIFICATION: Management Team – Classified Administrator

SALARY RANGE: 31

SCOPE OF POSITION:

Under the direction of the Superintendent/President, provide leadership, vision and direction for a comprehensive District-wide institutional effectiveness program; administer, coordinate, and communicate college-wide planning and evaluation to foster data-informed decision making across the institution; oversee strategic and integrated planning, program review, institutional research, and grant development processes; promote institutional effectiveness through continuous evaluation for improvement; develop, implement and direct institutional research and planning projects to provide information about the District's students, programs, and organizational effectiveness; supervise and evaluate the performance of assigned staff.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Develop, implement and direct District-wide institutional planning and effectiveness operations and activities; provide District-wide leadership, vision and oversight for strategic planning and related efforts including the Program and Resource Planning Process (PRPP) annual and program review cycles, and integration of District-wide plans.
2. Support and coordinate the development, monitoring and evaluation of the institutional strategic planning process, including strategic and master planning, which includes providing oversight for the completion of internal and external environmental scans; facilitate and support constituent-based work groups to identify and define strategic goals and objectives; establish and implement process to support and monitor progress on the strategic plan, including developing and tracking measures of institutional effectiveness; advising the Superintendent/President, Board of Trustees, and others regarding progress on the strategic plan.
3. Plan, organize, control and direct operations and activities involved in the research, review, analysis, interpretation and reporting of a variety of data and information used in assessing institutional effectiveness, college planning, accreditation, decision-making, program reviews, student learning outcomes, and determining implications of College practices, policies, and procedures.
4. Provide leadership and consultation to faculty, staff, committees and others concerning institutional effectiveness, planning, accreditation, student learning outcomes, student equity and student support, and decision-making activities; respond to inquiries, resolve issues, and provide detailed and technical information concerning related data, research, projects, reports, practices, programs, policies and procedures in compliance with local, State and Federal requirements; research trends in community-based demographics, education, and a variety of other information used to support decisions.
5. Direct and participate in District federal grant proposal development; research, develop and maintain schedule of grant opportunities for the District; provide grant training and coordinate grant program partnerships; develop and maintain relationships with federal funding agencies and governmental officials for current and future opportunities; review drafts and submission of federal grant proposals; manage relationships with consultants, coordinate District grant proposal teams and develop and manage implementation of new grant-funded programs; advise District departments to ensure compliance with federal regulations for funded grant programs.

KEY DUTIES AND RESPONSIBILITIES – Continued

6. Provide support for other District/College grant applications; draft evaluation sections of proposals; determine appropriate data sources and specific statistics to use in proposals; participate on grant writing teams; assure mandated data and reports are completed and submitted according to established timelines and requirements.
7. Provide leadership for the state-wide California Community Colleges Career and Technical Education Outcomes Survey (CTEOS), serving as Executive Director; oversee staff assigned to support the survey; develop and negotiate contracts with California Community Colleges and the California Community College Chancellor's Office; generate revenues for the District through the CTE outcomes contract; represent the CTEOS at local, state, and national conferences/meetings; lead the annual CTEOS Research Academy.
8. Serve as the Co-chair of the Institutional Planning Council (IPC) and Program and Resource Planning Process (PRPP) Coordinating Committee; attend and participate in various meetings state and District-wide providing expertise in research and planning.
9. Serve on President's Extended Cabinet and collaborate with Cabinet members, Council members and others in reviewing, interpreting and determining implications of District practices and measures of institutional effectiveness; coordinate and participate in the development and analysis of related data; provide District leadership in promoting the use of data and information in decision-making activities.
10. Coordinate decision-making support and reporting systems and procedures to meet legal requirements and District needs, goals and objectives; determine scope of system and develop related specifications, designs and tools; develop assessment measures; provide related training and assistance to faculty and staff concerning the utilization of systems and assessment measures.
11. Coordinate, develop, implement and conduct surveys, and studies in support of District needs, goals and objectives; perform analysis and preparation of reports based on these surveys; develop and administer the District's research agenda in collaboration with the President and Vice Presidents and the mandates of funded research projects.
12. Provide guidance, coordination and leadership for institutional research, including research methodology, data analysis and statistics, developing recommendations and actionable strategies and providing details and technical research and planning reports; assist staff in developing research instruments for data collection and assessment; interpret and present the findings of research studies, plans, and reports to a variety of audiences with varying levels of understanding and knowledge about institutional research and planning, including the District Governing Board, administration, faculty and staff, community members, and Federal and State agencies.
13. Prepare a variety of mandated and requested District, State and Federal reports related to the Integrated Postsecondary Education Data System (IPEDS); provides coordination, leadership, planning, control, and data for various other reports pertaining to institutional effectiveness, strategic and institutional planning and decision-making, and evaluating key performance indicators for District-wide quality improvement.
14. Collaborate and communicate with faculty, staff, and administrators to provide research, analysis and reporting of institutional statistics, internal and external administrative reports, student profile data, and other information to assist with institutional planning and decision-making.
15. Provide technical expertise, information and assistance to the Superintendent/President regarding institutional assessment, research and planning activities, and other related issues; assist in the formulation and development of policies, procedures and programs.
16. Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; develop, monitor and evaluate staffing needs.
17. Develop and prepare the operating budget for the office of Institutional Effectiveness, Planning and Research; analyze and review budgetary and financial data; authorize expenditures in accordance with established limitations.

KNOWLEDGE OF:

1. Research design, methods, sampling, descriptive and inferential statistics, report writing and analytical and research strategies.
2. Relevant reporting, survey and statistical software.
3. Program review, learning outcomes, institutional dialogue, and continuous quality improvement.
4. Community college research and survey techniques.
5. General strategic planning models within the California Community College system.
6. Federal grant management and advanced skills in the development of District grant proposals.
7. Public and private grant processes.
8. Preparation of grant proposals, contract and subcontracts.
9. Budget preparation and control.
10. Oral and written communication skills.
11. Principles and practices of administration, supervision and training.
12. Applicable federal, state and local laws, codes, regulations, policies and procedures.
13. Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

1. Coordinate, develop and implement surveys and other research methods in support of institutional assessment, planning, research and decision-making.
2. Effectively train, supervise and evaluate the performance of assigned staff.
3. Communicate effectively both orally and in writing.
4. Interpret, apply and explain rules, regulations, policies and procedures.
5. Establish and maintain cooperative and effective working relationships with others.
6. Operate a computer and assigned office equipment.
7. Analyze situations accurately and adopt an effective course of action.
8. Meet schedules and time lines.
9. Work independently with little direction.
10. Plan and organize work.
11. Direct the maintenance of a variety of reports, records and files related to assigned activities.
12. Demonstrate sensitivity to, and respect for, a diverse population.
- 13.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Master's degree required or the equivalent in a research-oriented discipline in Social Sciences, Public Policy, Statistics, Applied Research, Behavioral Sciences, Education or a related field

Experience:

Increasingly responsible (2-4 years of full-time or part-time equivalent) experience in an educational setting conducting research, analyzing and interpreting data, and presenting findings, directing institutional effectiveness, strategic and integrated planning, program review, institutional research, and grant development processes or the equivalent. Significant leadership experience, preferably in an educational environment.