



Executive Director Of Research, Planning & Institutional Effectiveness

Management Range: 25

Board Approved: 06/20/2019

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*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 within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Under the general direction of the Associate Vice Chancellor of Technology and Educational Support Services, the Executive Director of Research, Planning & Institutional Effectiveness, is responsible for providing leadership and strategic planning for institutional effectiveness and research throughout the District which includes coordinating, facilitating, and supporting research, planning, and information needs for the District. The Executive Director of Research, Planning & Institutional Effectiveness will organize and direct operations and activities involved in the review, analysis, interpretation, and reporting of a variety of data and information used in assessing institutional effectiveness, assisting with District and college planning, accreditation, decision-making, program reviews, student learning outcomes, and determining implications of District and college practices, policies, measures and procedures. This position also provides information and direction which will assist the District and the colleges in understanding and improving student outcomes, success and ultimately recommending methods of continuous improvement and institutional effectiveness. The core responsibility is to establish effective working relationships with all District and College departments and divisions, providing assistance to the District and each College, which will enable the District and the Colleges to improve the effectiveness in meeting the educational needs of its students.

REPRESENTATIVE DUTIES

Duties may include, but are not limited to, the following:

1. Implements District and State policies regarding accountability reporting to ensure that the information submitted is of the highest possible quality, and meets the evidence-based needs of the District and College decision-makers.
2. Acquires and maintains pertinent information regarding the learning, retention, and success of students being served by District and College programs, and of the overall institutional effectiveness of the District and Colleges, including reports required by management, the Board of Trustees, State Chancellor's Office, state agencies, and other groups.
3. Oversees timely completion of federal, state, and local data submissions including but not limited to the State Management Information System (State MIS), the Integrated Postsecondary Education Data System (IPEDS), Gainful Employment, and the Student Success Scorecard.
4. Coordinate the collection of data for statutory reporting requirements; develop appropriate models of outcome measures, and prepare comprehensive reports for documenting progress toward District, state, and federal accountability standards.
5. Provides District and College decision-makers with effective orientation to institutional reporting mandates and on-going in-service training for decision support tools available to the District.



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6. Develops and generates statistical reports, provides data analysis and interpretation of findings in terms of practical implications, and implements accountability procedures and systems, including the development and maintenance of the District data warehouse.
7. Serves as a member of appropriate District and College committees in the development and administration of long-range strategic, fiscal, human resources, enrollment management, and educational plans.
8. Facilitates the development of planning and budgeting priorities for the District, working in consultation with the colleges, industry, community and educational partners.
9. Provides leadership in major planning efforts; ensures alignment of District and college planning initiatives to maximize the benefits that can be achieved with available resources; facilitates identification of priorities; and coordinates the research and analysis of planning alternatives.
10. Supports the College research offices in analyzing educational research to identify implications for college program planning.
11. Plans, organizes and conducts meetings related to educational and District-wide planning, institutional effectiveness and outcomes.
12. Coordinates the development and implementation of a comprehensive and sustained planning program; provides planning assistance to District and college staff; oversees special studies, projects and analyses related to program evaluation, master planning activities and outcome measures.
13. Facilitates the development of goals, objectives, and action plans for the District and the colleges on an institutional program level; and supports District and college-wide planning including aspects of staffing, facilities, enrollment, technology and educational and support programs.
14. Facilitates the implementation of improvement initiatives by providing evidence and training on how to use evidence.
15. Acts as a facilitator with groups assigned with the responsibility for developing processes related to the accomplishment and measurement of institutional effectiveness goals and outcomes using continuous quality improvement techniques.
16. Provides administrative direction and leadership to the District and College Program Review Committees and the accreditation process for the District and the colleges; including District-wide leadership to committees and groups charged with accomplishing a variety of goals and/or tasks.
17. Conducts training on and facilitates Institutional Effectiveness Processes.
18. Serves as a technical research consultant to the District and college administration, faculty and staff.
19. Integrates statistical and planning software, processes and models including data warehousing and client server database procedures with academic master planning. Develop and maintain computerized databases; retrieve information from the District database; verify and interpret results from both internal and external sources for use in a variety of on-line and printed reports.
20. Collaborate with the campus researchers to develop web-based dashboards that support evidence-based decision making, program review, planning, and institutional effectiveness.
21. Provide information to facilitate evidence-based decision making at every layer of the District.
22. Oversee the maintenance of research web based data warehouse system with an indexed archive of screens, dashboards, reports, and templates suitable for viewing information, facilitating evidence-based decision making, and responding to federal, state and local surveys, questionnaires, or to comply with federal, state and local data collection or accountability requirements.



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23. Promote creativity and innovation in the development of research projects and services within the Institutional Effectiveness, Research, and Planning Office and throughout the District.
24. Develop and manage the implementation of a District-wide research agenda; coordinate priorities with District and College administrators; and, develop and maintain a system to track, evaluate, assign, and document annual and ad hoc requests and projects.
25. Develop comprehensive information regarding key performance indicators, characteristics of students, employees, and the community, as well as current trends in education to be utilized in the District's decision-making processes.
26. Develop, analyze, and refine District-wide standardized enrollment reporting for enrollment management, course scheduling, FTES targets, and enrollment trends.
27. Coordinate the development of an extensive local Data Element Dictionary for Data Warehouse Store.
28. Actively nurture a districtwide culture of inquiry that supports a pervasive commitment to excellence in student learning.
29. Represents the District in relationships with associations with other agencies and institutions regarding data-sharing and other collaborative activities and services including evaluation and development of projects which further the mission and goals of the District.
30. Selects, adapts, and applies appropriate quantitative and qualitative research design and statistical tools and techniques to all areas of study.
31. Facilitate and lead the effort to collect and report reliable Human Resources data.
32. Facilitate District planning including the District Strategic, Enrollment Management, and Human Resources Plan.
33. Develops and generates statistical data and reports.
34. Monitors budget and authorizes budget expenditures.
35. Represents the perspectives of the District when attending College or community meetings and shares information obtained with District personnel.
36. Maintains accessibility and strong lines of communication with District and College administrators, faculty and staff.
37. Provides supervision and administrative function for the District Office of Institutional Effectiveness, Research & Planning.
38. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Principles, practices, and theories of higher education; and the philosophy, objectives, and functions of California community college instructional programs.
- Appropriate sections of the Education Code and Title 5; federal, state, and county regulations as they relate to community college programs.



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- Principles and practices in budget development and management; program planning and evaluation.
- Applicable state reporting systems and procedures.
- Principles and practices of program development and administration.
- Principles of supervision, training, and performance management.
- Conducting student outcomes assessment.
- Research methods and statistical skills
- Appropriate understanding of computer software associated with research, such as spreadsheet, statistical software, data warehousing, databases, inter/intranet, operating systems and networks
- Accreditation requirements

Ability to:

- Plan, organize, and coordinate multiple activities; design, create, and implement use of resources.
- Oversee, direct, and coordinate the work of lower level staff.
- Participate in the selection and recommendation, supervision, training, and evaluation of staff.
- Participate in the development and administration of goals, objectives, and procedures for assigned area.
- Gather and analyze data and situations and make appropriate decisions.
- Prepare and present comprehensive, concise, clear oral and written reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Prioritize and execute a wide range of projects simultaneously.
- Work independently, assume responsibility, and take initiative in carrying out assignments.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative relationships between the District, Colleges, community, and key individuals, and with all persons contacted in the course of work.
- Build consensus among multiple constituencies and coordinate people and projects
- Communicate in a non-technical language and use data to tell a compelling story
- Use statistical software and manage databases

Education and Experience Guidelines

Education/Training:

- A Master's degree from an accredited institution or equivalent.



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Experience:

- Two years of formal training, internship or leadership experience reasonably related to the administrative assignment.
- Experience that indicates a sensitivity to, and an understanding of, the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and personnel, including those with physical and/or learning disabilities.

Desired Education and Experience:

- Five (5) years of increasingly responsible experience, at least two years which demonstrates administrative responsibilities as a department head or division Director.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

These 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 with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office/classroom setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; 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; to operate office equipment requiring repetitive hand movement 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.