



<b>Position:</b> Dean of Institutional Planning, Research, and Effectiveness	<b>Position Number:</b>
<b>Department/Site:</b> Office of the Superintendent/President	<b>FLSA:</b> Exempt - Administrative (Educational Administrator)
<b>Reports to:</b> Superintendent/President or assigned administrator	<b>Salary Range:</b> III

**DEFINITION**

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the District’s planning, research, and institutional effectiveness operations. This includes, but is not limited to: research, review, analysis, interpretation, and reporting of a variety of data and information used in assessing institutional effectiveness, strategic and institutional planning, program assessment and planning processes, and evaluating key performance indicators and outcomes for District-wide quality improvement. Coordinates assigned activities with other District departments, officials, and outside agencies. Provides highly responsible and complex professional assistance to the Superintendent/President in areas of expertise; and performs related work as required.

**SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Superintendent/President. Exercises general direction and supervision over professional, technical, and administrative support staff.

**CLASS CHARACTERISTICS**

This is a senior management classification that oversees, directs, and participates in all programs, services, and activities of the Office of Institutional Planning, Research, and Effectiveness, including short- and long-term planning and development and administration of office policies, procedures, and services. This classification provides assistance to the Superintendent/President in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of education policy and District functions and activities and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the office with those of other District divisions and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing planning and operational goals and objectives and for furthering District goals and objectives within general policy guidelines.

**EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)**

*The District reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Administrators can be assigned to work at any district location or learning site and in some cases can be assigned to multiple locations and learning sites.*

- Assumes full management responsibility for all Office of Institutional Planning, Research, and Effectiveness programs, services, and activities. This includes, but is not limited to: review, analysis, interpretation, and reporting of a variety of data and information used in assessing institutional effectiveness, strategic and institutional planning, program assessment and planning processes, and evaluating key performance indicators and outcomes for District-wide quality improvement.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; establishes, within District policy, appropriate budget, service, and staffing levels.
- Manages and participates in the development and administration of the annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.

- Selects, trains, motivates, and directs office personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
- Contributes to the overall quality of the office's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and District needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Validates and submits information and data for a variety of local, state, and federal reports; provides coordination, leadership, planning, control, and data for accreditation purposes and various other reports pertaining to institutional effectiveness, strategic and institutional planning and decision-making, and evaluating key performance indicators for District-wide quality improvement.
- Coordinates and directs communications, information, data, resources, and personnel to ensure smooth and efficient projects and activities; directs the development and implementation of research studies in support of planning, evaluation, budgeting, and policy development.
- Develops and implements strategies for evaluating key performance indicators of institution-wide quality improvement; collaborates with administrators and officials in developing, analyzing, modifying, and enhancing institutional effectiveness; oversees the centralization of institutional research, availability of institutional data, and the impact of research studies on institutional planning and institutional effectiveness.
- Advises the Superintendent/President and other District employees on best practices and uses of institutional data for policy making, planning, decision-making, and benchmarking; provides guidance and prepares and delivers presentations on issues pertaining to institutional effectiveness.
- Attends and participates in professional group meetings and various District committees and advisory groups; stays abreast of new trends and innovations in the field of research and institutional effectiveness and other services as they relate to the area of assignment.
- Maintains and directs the maintenance of working and official departmental files.
- Monitors changes in laws, regulations, and technology that may affect District or departmental operations; implements policy and procedural changes as required.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Superintendent/President.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Learns and applies emerging technologies, as necessary, to perform duties in an efficient, organized, and timely manner.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Theories, principles, and practices associated with higher education curricula and instruction, student support services, student learning, and student success.
- Principles and practices of enrollment management.
- Principles and practices of fiscal management, strategic, and facilities planning.
- Pertinent federal and state laws and regulatory provisions.
- College accreditation procedures, practices, and standards.
- The development, implementation, and assessment of student learning and/or service area outcomes.
- Principles and practices of technology and software use for databases, accounting, spreadsheets, and other business processes.

- Budget development, administrative practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles, practices, theories, and methods of research design, evaluation, data collection and analysis, data interpretation, and reporting of a variety of data and information used in assessing institutional effectiveness, strategic and institutional planning, and decision-making, and evaluating key performance indicators for District-wide quality improvement.
- Data collection information systems and statistical software.
- Survey and statistical analysis instruments, techniques, and methodology.
- Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Principles and procedures of record keeping, technical report writing, and preparation of correspondence and presentations.
- Modern office practices, methods, and computer equipment and applications.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, socio-economic, and ethnic groups.

**Ability to:**

- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
- Effectively lead employees and teams with a collaborative style in a collegial and participatory governance environment.
- Deliver formal and influential presentations.
- Be a fair--minded, ethical, and honest leader with excellent interpersonal and communication skills, both oral and written.
- Develop, implement, and evaluate programs and services.
- Utilize data and assessment outcomes to make improvements for programs and services.
- Inspire and motivate others toward goal achievement.
- Counsel, direct, and facilitate professional development of employees.
- Develop and monitor budgets and effectively utilize resources.
- Effectively manage priorities in large, complex, and diverse operational units.
- Use independent judgment in the interpretation and application of rules, regulations, policies, and procedures.
- Provide leadership and work collaboratively and productively with all stakeholders, including faculty, students, administrators, support staff, unions, and the community.
- Select, supervise, and evaluate employees.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
- Effectively administer a variety of research and institutional effectiveness programs, projects, and administrative activities.
- Effectively represent the District and the office in meetings with various educational, business, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record keeping, and tracking systems.

- Operate modern office equipment including computer equipment and specialized software applications programs.
- Understand scope of authority in making independent decisions.

**Education and Experience:**

- A master's degree from a college or university accredited by a regional accrediting agency recognized by the United States Department of Education, and
- Three (3) years of administrative leadership experience in institutional assessment, research, and planning.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.