

**San Jose · Evergreen Community College District
Academic Management Job Description**

Position: Executive Director, Institutional Effectiveness,
Research and Planning

Department: IESS

Location: District Office

Date: 2/15/17

POSITION PURPOSE

Under general direction of Vice Chancellor Information Technology and Institutional Effectiveness, the Executive Director of Institutional Effectiveness, Research and Planning is responsible for leading, planning, administering and evaluating district-wide research, strategic planning and educational services. The position serves as the official source of statistical information and analysis for the District. The Executive Director serves as an advocate for data informed decision making processes and supports continuous quality improvement efforts by providing clear, consistent, and insightful data analyses. The position provides senior level direction for institutional integration of statistical and planning software, models, and processes including data warehousing and client server database procedures to enhance academic master planning.

NATURE and SCOPE

The Executive Director of Institutional Effectiveness, Research & Planning provides leadership for the district-wide research, accreditation, strategic planning, educational services, and evaluation of institutional effectiveness. Incumbent works directly to enhance colleges' research efforts by supporting the colleges' research teams, providing guidance and working collaboratively to ensure District goals and objectives are achieved. Incumbent provides administrative leadership for accreditation and serves as the primary contact for District responsibility for accreditation and is responsible for reporting metrics to the Board of Trustees that align with the district-wide planning and assessment.

KEY DUTIES and RESPONSIBILITIES

1. Plan, design, organize, and implement a comprehensive program of research and service projects relating to district-wide research, planning, instructional accountability, effectiveness and decision-making that align with college needs.
2. Oversee the development and implementation of the district educational and student services policies and participate in the formulation of organizational objectives, plans, and strategies in accordance with the district's mission.
3. Chair the District Research Advisory Committee to develop, maintain and support the research and planning needs that facilitate student access and success and evaluate the committee outcomes for continuous improvement.
4. Govern the selection of data sources for research and planning projects; ensure the reporting and analytics are relevant, convenient and accessible by administrators, faculty, and staff.
5. Work directly and collaboratively with colleges' research teams to prioritize and support requests for data driven information for academic affairs and student affairs.
6. Work with Board members and executive team to create a vision and a culture that values data integrity, data analysis and its use as a resource for data informed decision making.

7. Direct district-wide equity research including student success, persistence, basic skills and graduation and transfer rates; apply data and predicative analytics to improve student success and completion.
8. Oversee the design and analysis of research projects; improve the management of institutional research through data standards, validation, integration, protection and governance; direct and prioritize research requests.
9. Identify new kinds, types and sources of data to drive innovation. Be the institutional designer of processes for the effective integration of new data.
10. Plan, design and implement information repositories for State of the District reports, Educational Master Plans, and student outcome performance measures to guide strategic planning and monitoring for the district-wide performance.
11. In collaboration with colleges and shared governance groups, lead and direct the development and implementation of the District Strategic Plan and Student Success Plans.
12. Prepare and deliver written and oral presentations on the findings, results, implications and recommendations of research studies for student service programs, instructional programs, and Board Ends Policies, etc.
13. Oversee the instructional program inventory and review the instructional and student support programs of the District, including statewide initiatives such as Student Equity, Basic Skills, and SSSP.
14. Develop a comprehensive long-range planning process that utilizes a comprehensive and integrated technology-based planning system for the district.
15. Integrate statistical and planning software, processes and models including data warehousing and client server database procedures with academic master planning.
16. Develop and administer department budget; coordinate and supervise all aspects of the institutional research and institutional effectiveness budget.
17. Supervise and evaluate the performance of assigned staff; interview and participate in selecting employees; orient, train, counsel, and discipline personnel according to established policies and procedures.
18. Provide oversight and evaluation of contractors in the development of end-user and research office requirements for data warehousing and technical reports.
19. Represent the District to local, state, and federal governmental agencies and businesses in the development of industry information standards to better serve community colleges.
20. Perform related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

1. The education process, instruction, role of faculty, curriculum, student services, student learning outcomes and accreditation standards.

2. Research and planning methods and techniques with both qualitative and quantitative statistical processes.
3. Software and models including current technical aspects of data mining, information management and other related web-based technologies.
4. Computer software associated with research, such as spreadsheet, statistical software, data warehousing, databases, inter/intranet, operating systems and networks, etc.
5. The California Education Code and Title V regulations.
6. The California State Institutional Effectiveness Partnership Initiative.
7. Planning principles, especially in relation to higher education.
8. Budget preparation and control.
9. External data reporting.
10. Applicable laws, codes, regulations, policies and procedures.

Skills and Abilities:

1. Demonstrated leadership skill in the integration and coordination of planning and strategy implementation to promote collaboration and innovation across the district.
2. Demonstrated leadership in developing and overseeing programs for strategic planning, institutional effectiveness, data warehousing, accreditation studies, program review and institutional accountability.
3. Demonstrated abilities to develop and maintain internal and external relationships through participation in meetings, committees, task forces, and other related groups to communicate relevant information and represent the district.
4. Demonstrated experience in directly supporting student success.
5. Ability to communicate data driven decisions in an accessible engaging manner.
6. Prepare analytical reports and recommendations.
7. Interpret, apply and explain plans, research findings, rules, regulations, policies and procedures.
8. Communicate effectively both orally and in writing; establish and maintain cooperative and effective working relationships; make presentations to large and small groups.
9. Organize and chair meetings, lead workshops, facilitate group discussions, and involve faculty and staff in idea generation, goal setting, and decision making.
10. Recruit, train, supervise, and evaluate personnel.
11. Plan and organize work to meet schedules and time lines.

Education and Experience:

1. Master's degree in education, social science or other research and planning related field.

2. Three years of experience in an administrative role in a higher education setting with a strong background in quantitative and qualitative research.
3. Experience with data analysis and information technology to inform planning and practice in education.
4. Experience in instructional research design and its integration into learning outcomes and program review for continuous improvement.
5. Experience in accreditation preparation and writing.
6. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender, cultural, disability, religious background, sexual orientation and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.

Preferred Qualifications:

1. Doctorate degree.

Working Conditions:

1. Typical office environment.

Date Approved: 2/14/17

Salary Schedule: M-38

EEO-Category: 2B1 – Executive/Administrative/Managerial