

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

Position: District Executive Director, Institutional Effectiveness & Educational Planning

Department: Institutional Effectiveness & Educational Services (IEES)

POSITION PURPOSE

Under general direction, the District Executive Director, Institutional Effectiveness & Educational Planning (IEEP) plans, organizes, directs and integrates the operations and activities of the IEES department, including administering District and college strategic planning processes and data governance; directs and researches programs, initiatives and activities supporting budget development, accreditation, institutional effectiveness and student success; counsels and provides technical and administrative direction to administrators and support staff in the use of data in decision making; and performs other duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below exemplify the work of the classification, and assigned duties may include work that is similar, related or a logical assignment to this class.

1. Plans, develops, implements and administers the activities, services and operations of the IEES to achieve the department's and District's mission, objectives and values; advocates for data-informed decision making and ensures accuracy of data sources and statistical analysis used for planning, evaluating and reporting purposes; supports the Chancellor, Presidents, Board members, Vice Chancellors, and District and college leadership in developing and advancing Strategic Priorities and Educational Master Plans.
2. Under the direction of the Vice Chancellor, IEEP, manages, directs, oversees and participates in developing the IEES department work plan; assigns work activities, projects and programs; monitors workflow; reviews and evaluates work products, methods and procedures.
3. Collaborates and participates with executive leadership in formulating District plans and strategies; designs, prioritizes and implements an ongoing research program to support planning, decision making and evaluating District and college services, programs and activities; sets the institutional research agenda; evaluates and provides results of institutional key metrics and initiatives.
4. Develops and administers the annual budget for the IEES department; determines staffing and resource allocation in response to needs and priorities.
5. Directs and manages the work assignments and performance of assigned management and staff; interviews and participates in selecting employees; trains, counsels, and disciplines personnel according to established policies and procedures; provides ongoing technical training and assistance to college-based research staff.
6. Prioritizes Districtwide research projects and requests; establishes and maintains data governance, data standards, data protection, data validation, and data integrity for Districtwide data sources and reports; responds to time-critical internal and external ad hoc requests for institutional information and analyses.
7. Provides leadership for identifying new sources of data and analytics to drive innovation; collaboratively shares research and data resources with college researchers and fosters a culture that values data integrity, data analytics, and data-informed decision making.
8. Performs complex statistical and analytical institutional research connected with equity, persistence, basic skills, graduation and transfer rates and other student success outcomes; interprets research results and communicates findings and conclusions; prepares narrative and statistical

reports and develops presentations of research findings and results appropriate to various audiences.

9. Coordinates and ensures District and college compliance with preparation and submission requirements for mandated state, federal and grant/funder-related student success, student equity and program plans, data and reports.
10. Provides consultation, support and technical assistance on specific research and grant projects for divisions, department programs, governance committees and individual faculty.
11. Oversees the design, implementation and analysis of a variety of surveys and focus groups including those related to student satisfaction surveys, campus climate and community support.
12. In collaboration with the Vice President, Academic Affairs develops tools and instruments to evaluate programs and develop evidence for institutional self-evaluation report (ISER); provides research, analysis and organizational support for required reports and responses to inquiries by the accrediting commission; may act as the Accreditation Liaison Officer.
13. Leads Districtwide efforts to design, build and maintain robust data analytic capabilities to support District and college planning and organizational effectiveness initiatives' goals; collaborates with Information Technology Support and Services (ITSS) on developing data warehouse, dashboards and standardized reporting and analytics tools; leads data definition projects.
14. Plans and oversees or presents training and professional development for faculty, staff and administrators on best practices in data gathering and use of results in establishing meaningful assessment and evaluation of their program areas.
15. Directs and coordinates institutional research information exchanges with other institutions.
16. Promotes creativity and innovation in the development of research projects and services within the IEES department.
17. Cultivates positive working relationships within the District and across colleges to build confidence and satisfaction with IEES.
18. Makes presentations to the Board of Trustees and other Board-level groups.
19. Chairs or represents the department on a variety of college and District committees; liaises with the California Community College Chancellor's Office; represents the District at regional and state meetings.
20. Acts for the Vice Chancellor, IEEP in that individual's absence.
21. Fosters an environment that promotes inclusiveness, diversity, trust and respect.
22. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Theory, principles, methods and techniques of institutional and social science research, particularly as applicable to researching community college institutional effectiveness, student learning outcomes and other key research initiatives.
2. Administrative principles and methods including goal setting and long-range planning, program development/implementation, delegation and employee supervision.
3. Methodologies and techniques of statistical analysis using statistical research packages such as Power BI, STATA and Statistical Analysis Software (SAS).
4. Relational database principles and database design and administration practices including relevant query and programming languages and data-mining methods and tools.

5. Accreditation processes and standards of the Accrediting Commission for Community and Junior Colleges.
6. Principles and practices of survey development, design and dissemination.
7. Principles and practices of strategic planning.
8. Principles, tools and techniques of project planning and management.
9. The California State Institutional Effectiveness Partnership Initiative.
10. Federal, state and other applicable laws and regulations and District policies and procedures including applicable sections of the California Education Code, Title 5, Family Educational Rights and Privacy Act (FERPA).
11. Theories and techniques of negotiation, mediation and conflict resolution.
12. Principles and practices of effective management and supervision.
13. Budget preparation and monitoring policies and procedures.
14. Principles and practices of organizational improvement and culture change.
15. Board Policies, Administrative Regulations, Human Resources procedures and collective bargaining agreements.

Skills and Abilities to:

1. Plan, organize, direct and evaluate the programs and activities of the IEEP department.
2. Plan, direct, and lead Districtwide institutional planning and research programs and activities.
3. Identify, investigate and define research questions, issues and problems, locate sources of relevant data to meet research needs and requirements, and apply appropriate and sound research and statistical methodologies.
4. Develop and maintain research databases, models and information tools and reporting systems.
5. Present research findings clearly, logically and in a meaningful and understandable format appropriate to the audience and purpose.
6. Work collaboratively with other college and District administrators, faculty and staff and provide expert advice and counsel to develop solutions to complex issues.
7. Develop and implement appropriate policies, procedures and controls.
8. Understand, interpret and apply policies and procedures, regulations, government and state code, and other applicable laws.
9. Understand the needs of assigned areas and participate with the management team to coordinate projects and set goals and priorities.
10. Organize and chair meetings, lead workshops, facilitate group discussions, and involve leadership and staff in idea generation, goal setting, and decision making.
11. Represent the District in a variety of forums and interactions with other educational institutions, community groups and the public.
12. Schedule, coordinate, direct and evaluate the work of assigned staff.
13. Build and foster knowledgeable, cohesive and effective work teams.
14. Establish and maintain cooperative and effective working relationships with others.
15. Operate a computer and use standard business software, databases and statistical research packages.

Education and Experience:

1. Master's degree in education, social science, data science or other research and planning-related field.
2. Three years of experience in an administrative role in higher education performing instructional research design, planning and administration.
3. Experience with data analysis, information technology in obtaining necessary data, learning outcomes, and program review for accreditation preparation.
4. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, cultural, disability, 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.

Desirable Qualifications:

1. Experience in California community college system integrating research into planning and decision-making processes.
2. Experience using advanced information technology tools and statistical software.
3. A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program or the ability to travel to other District campuses and locations.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, subject to frequent interruption and intermittent exposure to individuals acting in a disagreeable fashion. The employee may be required to travel to locations other than the assigned work site, and occasional evenings, holiday and/or weekend work may be required.

Physical Demands:

While performing the duties of this class, the employee is primarily in a stationary position and is required to move about the office to access office machinery, files, etc.; perform constant operation of a computer and other communication and office equipment; observe details at close range; and move or lift up to 10 pounds.

Mental Demands:

While performing the duties of this class, the employee is regularly required to accurately communicate information and other ideas so that others will understand using written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work independently and under intensive deadlines; and interact with District managers, staff, the public and others encountered in the course of work.

Board Approved: 12/9/2025

Salary Range: M-34

EEO Category: 2B1- Executive/Administrative/Managerial