



TAFT COLLEGE

WEST KERN COMMUNITY COLLEGE DISTRICT

Human Resources

29 Cougar Court

Taft, CA 93268

661-763-7805

www.taftcollege.edu

Management Employment Opportunity

Application Deadline: Open until filled, priority consideration date of Monday, May 15, 2017

Executive Director of Institutional Research & Planning

2016-17 Educational, Confidential and Classified Administrator Salary Schedule Grade 19, \$91,278.00 - \$123,733.00. The District provided health and welfare benefits, valued at \$19,530.96 for 2016-17 includes medical, dental and vision for the employee and dependent, and life insurance for the employee.

GENERAL INFORMATION

Taft College is a single-campus district in Kern County. Taft is located in the foothills at the southwestern edge of the San Joaquin Valley just 35 minutes west of Bakersfield, two hours north of Los Angeles and two hours from California's central coast. The Taft area is home to 18,000 residents and numerous companies who enjoy friendly neighbors, temperate climates and bustling economy. Cultural and recreational opportunities include the West Kern Oil Museum, Carrizo Plain National Monument, Tule Elk State Reserve and the Buena Vista Aquatic area. Residents enjoy a reasonable cost of living along with affordable housing and good schools.

The college is a designated Hispanic Serving Institution (HSI) with unique programs in Energy Technology, Engineering, Dental Hygiene and STEM-related disciplines. Taft College's Full Time Equivalent Students are over 2,600 with an average class size of 20. The District has a diverse student body that is 55.9% Hispanic, 31.6% White, 6.2% Black, 2.2% Mixed Race, 1.7% Asian, 1.1% Filipino, 0.7% Native American, 0.4% Unknown and 0.3% Pacific Islander.

The college has 62 full-time faculty, 80 adjunct faculty, 146 classified staff, 24 classified administrators and 7 certificated administrators.

GENERAL RESPONSIBILITIES

The Executive Director shall perform analytical and administrative tasks in support of the college with special emphasis on institutional research, planning and development of information needed for effective college operations.

DUTIES AND RESPONSIBILITIES

- Works with the District Strategic Planning Committee to review measures of institutional effectiveness. Coordinates development of data concerning measures, conducts analysis of data and prepares institutional assessment reports identifying implications for college practice. Provides in-service for faculty and staff in the use of various types of data for program improvement.
- Coordinates the development of the institutional research agenda. Conducts research studies (including data development, analysis and report writing) to identify implications for college practice. Serves as the chair of the District Strategic Planning Committee.
- Works with district management to specify operational measures of program effectiveness and cost effectiveness. Develops ongoing, inclusive measures for operational decision making. Provides access to timely and accurate information

Equal Employment Opportunity

The West Kern Community College District is committed to the principles of equal employment opportunity and will implement a comprehensive program to put those principles into practice. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subjected to discrimination in any program or activity of the District on the basis of national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. The District will strive to achieve a workforce that is welcoming to men, women, persons with disabilities, and individuals from all ethnic and other groups to ensure the District provides an inclusive educational and employment environment. Such an environment fosters cooperation, acceptance, democracy, and free expression of ideas.

Application materials are available in the HR Department, on the TC website under Jobs and EdJoin.

Website:

www.taftcollege.edu

www.edjoin.org

Human Resources Department

Hours:

Monday-Thursday

7:30 a.m. - 5:00 p.m.

Friday

7:30 a.m. - 4:30 p.m.

from college information systems. Coordinates program specific review and planning activities, including departmental program review reports. Coordinates and provides data and informational support for program evaluation reports. Integrates program evaluation results into the planning process.

- Manages the college's planning process. Establishes planning timeliness and develops planning materials. Monitors the planning process to produce plans on schedule. Coordinates development of college statement goals and objectives. Produces an annual update of the College Plan. Serves as a resource to the Governance Council.
- In collaboration with Information Services, act as the primary resource person to provide information for institutional decision-making. Develops systems and procedures to expand and improve the District's ability to access and analyze information. Maintains repository of data descriptive of the District's students, staff and educational programs suitable for reports needed by college administration for planning and management decisions. Maintains a continuing study of the demographics and other characteristics of the community served by the District and the adequacy of services provided by the college. Collects, analyzes and presents information on special projects as required.
- Serves as Accreditation Liaison Officer. Coordinates continuing institutional self-study in preparation for Accreditation review.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

This position requires a Master's degree or the equivalent from an accredited institution. Three (3) years of recent experience in directing and performing oversight of research projects, reports, activities and staff. Demonstrated ability to work collaboratively and independently. Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

DESIRABLE QUALIFICATIONS

Community college research experience.

Planning experience in higher education.

Manager or supervisory experience in higher education.

Demonstrated ability to establish cooperative communication with faculty, staff and community members.

Demonstrated ability to facilitate the learning of assessment and planning techniques.

FOREIGN TRANSCRIPTS

Transcripts issued outside the United States of America require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. For information on transcript evaluation services, please visit:

<http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>

ANTICIPATED STARTING COMPENSATION

Based upon the 2016-17 Educational, Confidential and Classified Administrator Salary Schedule, Grade 19, the starting salary range is \$91,278.00 - \$123,733.00 per year. An annual doctoral stipend of \$3,622.77 is included in addition to the salary when appropriate.

APPLICATION DEADLINE

To be assured full consideration, complete application packets should be in the Human Resources Department by **4:00 p.m. on Monday, May 15, 2017**. Application materials must be mailed, hand delivered, or e-mailed. All application packets that are complete at that time will be forwarded to the screening committee. Incomplete applications may not be reviewed.

APPLICATION PROCESS

To be considered for review, applicants must submit the following application materials:

1. A West Kern Community College District management application or Edjoin online management application.
2. A cover letter outlining your education and experience relevant to this position.
3. A current resume.
4. Complete transcripts of all lower and upper division and graduate level college/university course work (need not be official).

Application forms may be obtained from www.taftcollege.edu.

Management online application submission: www.edjoin.org

Send all application materials to: Taft College Human Resources Department
29 Cougar Court
Taft, CA 93268
Telephone: 661-763-7805
Email: tcjobs@taftcollege.edu

Current employees must provide documentation and materials in the same manner and degree of detail as any other applicant.

PAY RANGE

Grade 19 on the Educational, Confidential and Classified Administrator Salary Schedule/ Exempt.

SUPERVISION

Direction is received from the Superintendent-President.

HOURS & TERMS OF EMPLOYMENT

40 hours per week, 12 months per year. Will require evening hours throughout the year.

CONDITIONS OF EMPLOYMENT

Employment with Taft College is not complete or official until applicants meet all pre-employment requirements. Candidates with foreign degrees must provide official certification of equivalency to U.S. degrees by a recognized U.S. credential evaluation service. Offers of employment are contingent upon Board of Trustees approval. All new employees are required to submit official transcripts, proof of freedom from tuberculosis, and proof of eligibility to work in the United States. Employees must sign an Oath of Office and submit fingerprints for CA Department of Justice clearance. Possess a current CA driver license. Taft College reserves the right to modify or rescind this job announcement at any time.

INTERVIEW

A candidate selected for an interview will be required to visit Taft College at his/her own expense upon a date selected by the District. Meeting the minimum qualifications does not guarantee an interview.

MISSION STATEMENT

Taft College is committed to creating a community of learners by enriching the lives of all students we serve through career technical education, transfer programs, foundational programs, and student support services. Taft College provides an equitable environment defined by applied knowledge leading to students' achievement of their educational goals.

Applicants who are protected under the Americans with Disabilities Act and who, are due to a Disability, require accommodations for completing the application process, testing, (if required for the position), or the interview, should notify the Human Resources Department 10 working days before the accommodation is required.