



## EXECUTIVE DIRECTOR OF INSTITUTIONAL RESEARCH & PLANNING

Responsible To:	Superintendent/President
Authorization From:	Superintendent/President
Classification:	Classified Administrator
Salary:	Educational, Confidential and Classified Administrator Salary Schedule, Grade 19

### 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 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 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 efforts. 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 of goals and objectives. Produces an annual update of the College Plan. Serves as a resource to the Governance Council.
- In collaboration with Information Services, acts 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. Maintain 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. Maintain 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**

The position requires a Master's Degree or 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 student.

### **DESIRABLE QUALIFICATIONS**

Community College research experience.

Planning experience in higher education.

Manager or supervisory experience in higher education.

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

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

### **SALARY AND BENEFITS**

Initial placement is dependent upon education and experience, based on the 2016-17 Educational, Confidential and Classified Administrator Salary Schedule, the starting salary range in \$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.

The District offers medical, dental, vision, and life insurance to employee and dependents. Twelve-month employees earn two days of vacation and one day of sick leave per month.