



Now Accepting Applications for the Management position of: **Executive Director of Institutional Research & Planning**



OUR MISSION

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 learning environment defined by applied knowledge leading to students' achievement of their educational goals.

OUR VALUES

1. **Students** and their success.
2. A **learning** community with teaching excellence.
3. An environment conducive to **learning**, fairness, dialogue, and continuous improvement.
4. A communicative, collaborative, collegial, and **respectful culture**.
5. A **partnership** of students, faculty, support services, and community.
6. Innovation, **diversity**, creativity, and critical thinking.
7. Academic, financial, personal, and professional **integrity**.
8. Employees and their **professional development**.
9. A **transparent**, accessible, participative governance structure.

ABOUT TAFT

Located in the Central Valley of California, in the heart of the Monterey Shale oil fields, 30 miles west of Bakersfield, Taft is a growing community.

Taft is centrally located and provides direct access to the world's fifth largest economy. With direct access to Interstate 5, Highway 99 and Highway 166, Taft is less than a two hour trip to Los Angeles and the Central Coast. Additionally, you can travel to San Diego, Sacramento and Bay Area in less than four hours.

Taft College offers 46 Associate Degrees, 12 that are Associate Degrees for Transfer that allow students to complete a bachelor degree in the California State University system. The College also offers 23 Certificates of Achievement and 21 locally-approved certificates. In addition, specialized education is available in career technical education programs in a variety of disciplines including Energy Technology, Early Childhood Education and Family Studies, and Dental Hygiene.



Create Your Future With Us



ABOUT US

Taft College was established on August 30, 1922 as part of the Taft Union High School District, sharing a campus with the high school. The school title officially became Taft College on July 1, 1954, and in September of 1956 a separate campus opened in the current location at 29 Cougar Court adjacent to the high school. The West Kern Community College District was later formed, and is a single-college-district under the guidance of a five-member Board of Trustees. With strong leadership, Taft College offers a robust academic program for its students, and is one of the finest small colleges around!

POSITION DESCRIPTION

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.



Create Your Future With Us

Position Description

The following is a representation of the duties for this position, it is not meant to be an exhaustive list of all 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 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.



Create Your Future With Us

QUALIFICATIONS

MINIMUM QUALIFICATIONS

- 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.

COMPENSATION

The salary range for the position is a Grade 19 with a range of \$95,214.00-\$129,069.00. A doctoral stipend of \$3,771.00 is available for those meeting the educational criteria.

West Kern Community College District offers a comprehensive fringe benefits program that includes District paid medical, dental and vision coverage for all employees and their dependents, as well as a generous vacation plan. Employees are eligible for membership in either CalPERS or CalSTRS retirement systems.

EQUAL EMPLOYMENT OPPORTUNITY

The West Kern Community College District is committed to the principles of equal employment opportunity . The District is dedicated to a policy of nondiscrimination and, as such, is an equal opportunity employer. Veterans, women, minorities and people with disabilities are encouraged to apply.



Create Your Future With Us

APPLICATION PROCESS

Applications will be accepted until April 15, 2019.

REQUIRED MATERIALS FOR APPLICATION:

1. Completed Management Application- Downloaded from TC website or completed online at EdJOIN.
2. Letter of Introduction describing how you match the minimum and desired qualifications.
3. A current Resume
4. Complete transcripts of all lower and upper division and graduate level college/university coursework (unofficial is acceptable).

SUBMIT APPLICATION MATERIALS TO:

- Email: tcjobs@taftcollege.edu
- Complete online at [EdJOIN](#)
- Mail or Walk-In: Taft College Human Resources, 29 Cougar Court, Taft, CA 93268

FOR MORE INFORMATION:

- Please visit: http://www.taftcollege.edu/human-resources/job_opportunities/
- Call: 661-763-7900
- Email- tcjobs@taftcollege.edu

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>



Create Your Future With Us