



PALO VERDE COMMUNITY COLLEGE DISTRICT

DEAN OF RESEARCH, PLANNING, AND INSTITUTIONAL EFFECTIVENESS

NATURE OF THE POSITION

Under the supervision of the Vice President of Instruction and Student Services, the Dean of Research, Planning, and Institutional Effectiveness provides leadership and vision for all activities related to institutional planning within the District. The Dean disseminates analytical data related to academic, student, and administrative programs; provides technical and analytical support for institutional assessment, planning, and decision-making activities; and designs, maintains, and manipulates databases and information systems for research, planning, and institutional accountability. The Dean disseminates data identifying opportunity gaps related to academic and student performance based on special populations and provides evidence of assessment and use of Institutional Learning Outcomes (ILOs) to improve student performance. Utilizes the ACCJC Guide to Institutional Self-Evaluation, Improvement, and Peer Review when reporting on Institutional Set Standards and campus-wide discussions.

DUTIES AND RESPONSIBILITIES

1. Promotes and coordinates District planning activities; ensures that strategic planning is integrated with college budgeting and assessment cycles; plans, implements, and evaluates short- and long-range strategies, goals, objectives, and measurable outcomes for District strategic planning.
2. Conducts or coordinates the appropriate quantitative and qualitative research design and statistical techniques to collect, prepare, and maintain data in the preparation of periodic reports related to program review, enrollment management, matriculation, assessment, evaluation, curriculum, student outcomes, student and staff demographics, and other related measures.
3. Provides leadership for and implements an aggressive research and assessment agenda for the District and develops, coordinates, and maintains an annual planning calendar for on-going and Ad-hoc institutional research and assessment.
4. Provides direction in the design and implementation of studies related to the development and feasibility of new facilities, academic programs, and other programs and services related to student success, as well as institutional effectiveness.
5. Develops, analyzes, and refines District-wide standardized enrollment reporting for enrollment management, course scheduling, FTES targets, and enrollment trends by incorporating multiple complex report elements.

6. Facilitates annual reporting systems (e.g., ACCJC Annual Report) to provide more frequent and consistent reporting and evaluation. Supports Student Equity & Achievement (SEA) efforts in removing barriers and identifying programs to support underachieving special populations.
7. Assists the appropriate educational administrator in the oversight and direction of the institutional effectiveness function, establishes priorities for shared governance projects, monitors progress and reviews end products to ensure that reports and information are delivered in a timely manner.
8. Directs environmental scanning efforts to support the planning process and works to establish and maintain an effective linkage between college planning and institutional assessment cycles related to organizational development.
9. Provides assistance and counsel in the analysis and interpretation of academic, student, and administrative data, takes a leadership role in addressing the need for data integrity, and promotes the use of information in college decision-making.
10. Coordinates the planning of resource development throughout the District in conjunction with the President's Cabinet and in support of strategic planning goals; consults with college departments, faculty, and staff relative to resource development needs, opportunities, and obligations; disseminates information about special funding opportunities and procures resources for District-wide educational programs and services.
11. Develops and administers the office budget and trains, assigns, supervises, and evaluates assigned personnel.
12. Coordinates data collection and analysis in support of the District's program planning and review process.
13. Conducts demographic studies and develops population and enrollment projections based on local, regional, and state data.
14. Provides technical assistance and leadership for faculty, administrators, and staff engaged in institutional or classroom research projects.
15. Performs other duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

1. Research design, methods, and sampling; descriptive and inferential statistics; and analytical and research strategies.
2. Relevant reporting and statistical software.
3. Program review, learning outcomes, institutional dialogue, and continuous quality improvement in relation to review, evaluation, and assessment.
4. Community college research and survey techniques.
5. Department budget development and administration.
6. Familiarization with or ability to acquire knowledge of California Education Code and Student Success and Equity Planning.
7. Principles and practices of administration, supervision, and training.
8. Policies and objectives of assigned programs and activities.
9. College organization, operations, policies, and objectives.
10. Budget preparation and control.
11. Oral and written communication skills.
12. Applicable State and Federal laws, codes, regulations, policies, and procedures.
13. Interpersonal skills using tact, patience, and courtesy.

14. Public relations techniques.
15. Knowledge of applicable computer operation, assigned software, and data entry devices.

ABILITY TO:

1. Comprehend and stay current with the theories and practices utilized in higher education instruction and student services programming.
2. Understand and explain pedagogical trends impacting the delivery of instructional services to support instruction.
3. Gather, analyze, and interpret statistical, legal, and program-related information.
4. Ascertain student learning outcomes are being met.
5. Use computer systems and statistical software packages.
6. Create queries and reports from a relational database designed to support instructional and student services programs and services.
7. Analyze the most effective use of faculty, staff, facilities, and resources to achieve District-wide instructional goals.
8. Organize and present information accurately and clearly.
9. Communicate effectively and tactfully both orally and in writing with all constituencies, both internal and external.
10. Work accurately and efficiently under the pressure of deadlines.
11. Analyze transactions and identify deviations from applicable policies and procedures.
12. Direct and evaluate the work of others, and provide leadership and direction as needed.
13. Work as a team member on projects related to college planning and institutional research and evaluation.
14. Establish and maintain cooperative working relationships with those contacted in the course of work.
15. Communicate professionally in confrontational situations.
16. Commitment to supporting faculty, staff, and others in the development of best practices in assessment, student academic achievement, student learning outcomes, program review, and validation of accreditation standards.
17. Prepare and maintain a variety of narrative and statistical records and reports.

MINIMUM QUALIFICATIONS

1. Master's degree from an accredited college or university with major coursework in social science, mathematics, statistics, business, economics, education, public administration, or related field.
2. Three (3) years of institutional research or related experience in a community college or similar organization.
3. Extensive experience in public contact with individuals and small and large groups.
4. Demonstrated understanding of data and reporting software to disaggregate data and facilitate campus-wide discussions to consider ways to for continuous improvements.
5. Demonstrated evidence of sensitivity to and understanding of the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, faculty, administrators, and personnel.

PREFERRED QUALIFICATIONS

1. Previous experience in higher education leadership that has included strategic planning and research leadership, coordination of planning and research functions, and demonstrable experience working in a participatory decision-making environment.
2. Experience writing and managing institutional grants.
3. Familiarity and experience with staff development and training.
4. A background in the development, assessment, and recording of course, program, and institutional Student Learning Outcomes.
5. Demonstrated ability to work effectively as part of a management team.
6. Experience in the California Community College system.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

1. The physical demands and work environment are typical of an administrative job in an office environment.
2. The incumbent must be able to perform the essential functions of the job, with or without a reasonable accommodation.

CLASSIFICATION/SALARY

1. This is an Educational Administrator position.
2. Row 11 of the College's Administrator/Management/Confidential salary schedule with placement appropriate to experience.
3. The college offers an attractive package of fringe benefits including medical, prescription, dental, vision, and life insurance.

PALO VERDE COMMUNITY COLLEGE DISTRICT

Pursuant to Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and amendments and other laws, orders, and regulations governing discrimination, the Palo Verde Community College District is an equal opportunity employer. The policy of the District is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of ethnicity or race, color, sex, age, religion, marital status, disability, gender identity, sexual orientation, national origin, medical conditions, status as a Vietnam-era veteran, ancestry, or political or organizational affiliation.