

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DEAN OF INSTITUTIONAL RESEARCH AND PLANNING

SUMMARY DESCRIPTION

Through the direction of the college president or designee, the Dean provides leadership to foster a culture in which data-informed decisions are used for continuous quality improvement that is consistent with the College mission, values and vision. The Dean has responsibility for administering overall District-planning to include operations, programs, and functions related to institutional planning, research, and program review as well as significant responsibility for formulating policies for assigned areas of responsibility. The Dean will assist in measuring performance outcomes and student learning outcomes to ensure institutional effectiveness; review, analyze, interpret and report data; develop, organize and manage research for program review, accreditation, institutional decision-making, employment surveys and special projects as needed; supervise and evaluate the performance of assigned personnel; oversee the Student Learning Outcomes (SLO) faculty coordinators; and work collaboratively with college staff, faculty and administrators.

DISTINGUISHING CHARACTERISTIC

Is an equity minded administrative leader who embraces cultural competence, inclusive participation, and sets a management standard of leadership ensuring accurate and timely processes and procedures in support of student success and achievement. This leader is committed to transparency, accountability, and effective communication.

REPRESENTATIVE DUTIES

1. Provide leadership and guidance to the District's Office of Institutional Research and Planning; oversee assigned functions, services, and program areas including those related to strategic planning, research, program review, and student learning outcomes (S.L.O.).
E
2. Provide data and leadership for design, implementation and assessment of the District's integrated strategic plan. **E**
3. Leads, directs, and manages institutional research projects to assess immediate and longitudinal institutional needs, including studies required for assessment of student outcomes, accreditation of the college and individual programs, enrollment management, program review, student and staff demographics, and other ongoing efforts to measure educational and institutional effectiveness and support student access, equity, retention, completion rates, and success.
4. Oversees, coordinates, develops, and implements projects, research, surveys, and studies in support of institutional assessment, planning, research, and decision-making; establish and maintain related timelines and priorities; monitor and assist administrators with assuring smooth and efficient progress of planning activities and resolve related issues, conflicts, and discrepancies in a proper and timely manner. **E**
5. Takes responsibility as a data manager for the District and provides a lead role on data governance issues including management of data strategies with the Core User group.
6. Collaborate with administrators, faculty and staff to formulate policies for assigned District programs and services.

7. Leads, supervises, trains, evaluates and directs the work of personnel as assigned and participates in the selection and hiring processes. *E*
8. Produces the–District Report; oversees the analysis of institutional effectiveness in achieving institutional goals; develops and implements annual cycle for reflection, revision, and renewal to institutional planning efforts. *E*
9. Communicates milestone achievements and benchmarks of the institutional planning initiative to external and internal constituencies. *E*
10. Collaborates with faculty, staff, and administrators in determining educational effectiveness (student learning outcomes), program review, and operational efficiency of various College departments, programs and services. *E*
11. Provides project consultation, technical assistance, quarterly research briefs, and data/reports to faculty, staff, administrators, committees and others concerning institutional planning and research. *E*
12. Develops and prepares the annual budget for assigned functional areas; participates in District wide budgetary plans and issues; analyzes and reviews budgetary and financial data; monitors and authorizes expenditures in accordance with established guidelines. *E*
13. Oversees preparation and submission of mandated and requested College, state, and federal reports and chairs the Institutional Research Review Board (IRRB) committee. *E*
14. Provides support for the accreditation process through research studies and data compilation in preparation for accreditation reviews. *E*
15. Maintains current knowledge of laws, codes, ordinances, regulations, and pending legislature related to institutional research, planning, and accreditation; modify projects, studies, functions, and procedures to assure compliance with local, state and federal requirements as appropriate. *E*
16. Communicates with personnel, administrators, and various outside agencies to exchange information and resolve issues or concerns. *E*
17. In coordination with Information Technology, participates in developing, selecting, and upgrading computer systems. *E*
18. Attends, conducts, and participates in various meetings and committees; prepares and delivers oral presentations. *E*
19. Act as liaison on behalf of district stakeholders to acquire, provide, and ensure the integrity of data and research. Participates in data governance. *E*
20. Performs related duties and responsibilities as required. *E*

KNOWLEDGE, SKILLS, AND ABILITIES

1. Advanced principles, practices, procedures, theories, models and techniques involved in the research, collection, analysis, interpretation and reporting of statistical data.
2. Knowledge of data collection information systems and statistical software such as SPSS.

3. Knowledge of both quantitative and qualitative research methodology.
4. Computerized and manual data collection, management, manipulation and distribution requirements for analysis and reporting functions.
5. Practices, procedures and techniques involved in the design, development and implementation of projects, surveys and studies in institutional measurement assessment, planning, research and decision-making.
6. Oral and written communication skills.
7. Use principles and practices of administration, supervision and training to effectively train, supervise and evaluate the performance of assigned staff.
8. Interpret and apply applicable laws, codes, regulations, policies and procedures.
9. Establish and maintain cooperative and effective working relationships with others; demonstrate sensitivity to, and respect for, a diverse population; use interpersonal skills with tact, patience and courtesy.
10. Coordinate, develop and implement surveys and other research methods in support of institutional assessment, planning, research and decision-making.
11. Operate a computer and peripheral office equipment.
12. Analyze situations accurately and adopt an effective course of action.
13. Plan and organize work; meet schedules and time lines; oversee budget preparation and control; work independently with minimal direction
14. Direct the maintenance of a variety of reports, records and files related to assigned activities.

MINIMUM QUALIFICATIONS

A Master's degree (required) preferably in a quantitative-focused or social science research field which includes coursework in statistics, research design and analysis, program measurement and assessment evaluation techniques, technical report writing, and survey methods.

A minimum of one year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

LICENSES AND OTHER REQUIREMENTS

Valid California driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

ENVIRONMENT:

Office environment.

Frequent interruptions and distractions.

Driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate office equipment including a computer keyboard and peripheral equipment.

Hearing and speaking to exchange information on the telephone or in person.

Sitting or standing for extended periods of time.

Seeing to read and verify data and prepare various materials.

Bending at the waist, kneeling or crouching to file and retrieve materials.

Reaching overhead, above the shoulders, and horizontally.

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Human Resources