



**SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT
POSITION DESCRIPTION**

POSITION TITLE:	Dean of Innovation and Strategic Initiatives		
JOB CLASSIFICATION:	<input checked="" type="checkbox"/> Administrator - Educational	<input type="checkbox"/> Confidential	
	<input type="checkbox"/> Administrator - Classified	<input type="checkbox"/> Classified	
	<input type="checkbox"/> Faculty		
RANGE:	55		
HOURS PER DAY:	Up to 8		
HOURS PER WEEK:	Up to 40		
MONTHS PER YEAR:	Up to 12		
REPORTS TO:	Superintendent/President or designee		

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To develop, plan, and direct the District's Office of Innovation and Strategic Initiatives in alignment with the District's mission and strategic plan, specifically to be a national model for community colleges and inspire the value of higher education in the North State. This will be done through strategic partnerships, institutional effectiveness, innovation and special projects, including budget management and coordination with other campus divisions and services.

To lead and sustain the office of Innovation and Strategic Initiatives. The person in this position organizes, directs and coordinates District innovation-related and general special projects, seeks out and assesses innovative ideas, partnerships and practices in alignment with the District's organizational and strategic plan goals, assesses proposals for innovative programs submitted by members of the District and the community, and analyzes feasibility of the projects/programs and their expected outcomes.

Working closely with North State Together, the Community Leadership Center, Economic Workforce Development, this position will lead our innovation work to expand campus programming and identity, research, evaluate and share best practices within the community college system and more broadly.

To exercise leadership in carrying out the College's strategic plan in close collaboration with other departments and community organizations. Employees in this job class are overtime exempt, receive administrative direction within a framework of general guidelines, and exercise supervision over faculty and support staff. This is an educational administrative position, which requires excellent communication and strong leadership skills.

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TYPICAL DUTIES*Essential Functions:*

- Plans, directs, and coordinates the activities and operations of the District's Innovation and Strategic Initiatives Office, including policies, procedures, and processes designed to improve innovation, decision making, and strategic initiatives.
- Works with campus and community partners for the implementation of campus based, regional or system-wide student success reforms through policy development, professional development, and special projects.
- Working closely with North State Together, the Community Leadership Center, Economic Workforce Development, this position will lead our innovation work to expand campus programming and identity, research and share best practices within the community college system and more broadly.
- Works with Superintendent/President to formalize partnerships with key agencies with similar goals to inform and enhance attainment goals in the region.
- Seeks grant funding and fee for service projects to fund position and special initiatives.
- Works with grant office on relevant proposals and on project evaluations; specifically when connected to community partners, innovation and regional attainment efforts.
- Establishes relationships with other organizations, including community and regional groups, other community colleges, K-12 institutions, and four-year colleges and universities to enhance the District's innovation and impact, and related regional attainment efforts.
- Work in partnership with campus and community partners to develop and manage regional education projects, key program offerings, and provide leadership for strategic initiatives that align with college priorities.
- Works with Superintendent/President to formalize regional postsecondary attainment efforts through the development of an attainment network which brings cross segment and sector partners together to increase educational outcomes; including designing and sustaining the network.
- Works with the faculty to develop programs and innovative curricula that assist students to succeed.
- Develops, coordinates, and administers budgets.
- Assists with evaluating of grants, especially relating to the evaluation of the impact of grant proposals on various District offices and grant outcomes.
- Develop, direct and sustain the *Shasta College Strategy Lab* which capitalizes on regional partnerships to increase attainment and innovation in higher education.
- Provide leadership on campus-wide implementation of state and national initiatives/best practices including Guided Pathways, AB 705, and Credit for Prior Learning and Competency Based Education. Document impacts to share with other institutions. Assess and provide feedback to CCCCCO on policy efforts.
- Provides leadership and assistance through all stages of the innovation process from project inception to implementation, to evaluation to refinement, to dissemination.
- Work with campus/community partners to conduct applied research on innovative practices and the links to student success.

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- May direct and supervise the work of others, including review, approval and conducting of performance appraisals; participation in the selection of support staff; and administration of staff employment contracts.
- Participates in a variety of administrative, board, and other meetings; conducts department meetings; works closely with faculty innovation efforts.
- Oversees innovation expenditures and assists with the selection for innovation projects.
- Directs assessment of effectiveness of innovation projects for dissemination and scalability.
- Participates in professional organizations, and maintains an understanding and working knowledge of current ideas, research, and practices related to institutional effectiveness initiatives, innovation and practices.
- Assists in the planning, coordination and implementation of activities, processes and operations of the District's college-wide planning functions.
- Evaluate and scale innovation projects such as BOLD, ACE, Credit for Prior Learning.
- Engages in and oversees highly complex data compilation, modeling, statistical and trend analysis, report development, and archiving activities in support of institutional and community research project goals.
- Develops, coordinates, and administers budgets; monitors and controls expenditures.
- Acts as the District liaison with the Chancellor's Office with respect to policy changes and governance updates.
- Assist college with aligning goals and policies with statewide system priorities and legislative changes.
- Prepares written and oral reports in evaluation of position goals and outcomes.
- Coordinates District innovation-related and general special projects.
- Manages and coordinates multiple projects and meet critical deadlines.
- Assesses intended outcomes of projects/programs for alignment with the District's organizational and strategic plan goals, objectives and activities.
- Works across disciplines to encourage, train and promote innovation in all aspects of campus life.
- Ensures innovation is infused throughout campus documents such as the Strategic Plan and the Educational Master Plan.
- Promotes, publishes and disseminates information about specific programs/projects.
- Reads, interprets, and applies policies, laws, rules and regulations pertaining to project/program formation and implementation.
- Assists with development and implementation of procedures and processes designed to improve institutional innovation and effectiveness.
- Performs other duties similar to the above in scope and function as assigned.

EMPLOYMENT STANDARDS*Knowledge of:*

- partnership development in higher education
- strategic thinking and innovative practices in higher education

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- principles of leadership, management, and supervision including planning, organizing, assigning, and reviewing work; performance appraisal and discipline; employee selection and professional development
- budget development and implementation
- current issues and opportunities facing California community colleges
- external research and developmental evaluation
- principles, procedures, and practices of effective strategic planning
- community college research and survey techniques
- research design, methods, sampling, descriptive and inferential statistics, and analytical and research strategies including survey research methods

Ability to:

- Ability to think strategically and lead initiatives that affect and involve multiple intersegmental partners, multiple colleges, community partners, and institutional stakeholders.
- Experience building networks and partnerships, internally and externally, with strong collaboration, persuasion, and consensus-building skills.
- Proven record of accomplishments, business skills, political acumen, and capacity to handle a large number of interwoven assignments with sensitivity to priorities and shifting demands.
- Demonstrated ability to interpret policy, implement advance-planning techniques, establish performance metrics, and utilize technology effectively.
- Progressively responsible supervisory, management, and leadership positions and experience in leading, managing, and motivating teams and/or networks.
- Understanding and experience with applied research and/or program evaluation.
- Demonstrated ability to write and edit complex materials and effectively present information to a variety of partners and stakeholders.
- Manage the activities and operations of a college department.
- Exercise initiative and creativity to meet educational needs and solve problems.
- Motivate faculty, staff, and colleagues to continually improve programs and services.
- Identify problems, determine effective solutions, and take independent action for successful results.
- Prepare and present effective reports, recommendations, and correspondence.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Prepare clear, concise, and comprehensive written and oral reports.
- Work with designated computer programs and systems.
- Gather, validate, and interpret data from a wide variety of sources including relevant literature and internet searches.
- Work independently, manage projects, problem-solve, facilitate group meetings, coordinate and supervise projects, and meet schedules and deadlines.
- Communicate effectively both orally and in writing.
- Comfortably interact and present in one-on-one, small group, and large group settings with non-research faculty, staff members, and administrators.

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- Establish and maintain effective work relationships with those contacted in the performance of required duties.

Physical ability to:

- read and comprehend printed matter and text and data on computer monitors
- effectively communicate in both oral and written forms
- sit or stand for extended periods of time
- lift and/or carry 25 pounds
- exert manual dexterity sufficient for keyboard and other office equipment operation

QUALIFICATIONS

Education Required:

- Master’s degree from an accredited institution, preferably in Education, business, statistics, social sciences or a related field or equivalent. Doctorate preferred.

Experience Required:

- Minimum of two years of formal training, internship, or leadership experience in an administrative role. Higher education experience preferred.
- Minimum of two years of experience as a researcher in an educational institution.

Other Required or Preferred Qualifications:

- Demonstrated sensitivity to, and understanding of, the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students, as well as staff and students with physical and/or learning disabilities.

License

- Valid driver’s license and eligible to obtain California driver’s license upon hire.

APPROVALS

Date Created/Revised:	3/2007, 1/2008, 3/2014, 1/4/2016, 7/27/2016 / 10/23/2017 / 5/2020
Cabinet Reviewed:	7/28/2016 / 10/24/2017 / 5/26/2020
Board Approved:	3/12/2014, 1/20/2016, 8/10/2016 / 11/8/2017 / 6/10/2020

The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or status as a Vietnam-era veteran. (AP 3410 – Nondiscrimination)