



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

POSITION TITLE:	Dean of Institutional Effectiveness		
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 manage the District's activities with regard to institutional effectiveness, institutional research and innovation, including budget management and coordination with other campus divisions and services. To coordinate and provide oversight of the office of institutional research and the design and execution of timely research projects; to assist the District in decision making through data monitoring and analysis techniques. 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.

TYPICAL DUTIES

Essential Functions:

- Plans, directs, and coordinates the activities and operations of the District's research functions, including policies, procedures, and processes designed to improve research, decision making and institutional effectiveness.
- Coordinates and provides leadership for any related grant-funded program as directed.
- Develops and implements policies, procedures, and processes designed to improve student learning outcomes.
- 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 institutional effectiveness and related research efforts.
- Works with the faculty to develop programs and innovative curricula that assist students to succeed.
- Develops, coordinates, and administers budgets.
- Assists the District's efforts to develop and monitor student learning outcomes in the various classes and programs.

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- Assists with evaluating and writing of grants, especially relating to the evaluation of the impact of grant proposals on various District offices and staff and especially on the demands of the research staff on assisting with the tracking and evaluation of grant outcomes.
- Determines staffing needs, and makes appropriate recommendations for the research functions of the District.
- Participates in the selection, training, orientation, and development of faculty and support staff.
- Directs, supervises, and evaluates the work of support staff in the Research area; reviews, approves, and conducts performance appraisals.
- Participates in a variety of administrative, board, and other meetings; conducts department meetings; works closely with faculty coordinators.
- Oversees innovation expenditures and selection for innovation projects.
- Directs assessment of effectiveness of innovation projects.
- Participates in professional organizations, and maintains an understanding and working knowledge of current ideas, research, and practices related to institutional effectiveness initiatives and practices.
- Assists in the planning, coordination and implementation of activities, processes and operations of the District's college-wide planning functions.
- Maintains institutional research and planning calendars to ensure project timelines are met.
- Assists in developing data and reports using quality assurance processes and procedures.
- Establishes liaison with other organizations, including community and regional research groups, other community colleges, K-12 institutions, and four-year colleges and universities.
- Leads teams in complex data research projects where participants must research, gather, analyze and present information for specific subject areas (e.g., financial, budget, staff, student and/or academic personnel).
- Engages in and oversees highly complex data compilation, modeling, statistical and trend analysis, report development, and archiving activities in support of institutional research project goals.
- Oversees development of research data for maintenance and assessment of an integrated planning and budgeting process.
- Coordinates, conducts and leads activities that may require analysis of multiple factors or data sources, both within and outside of the institution, on such topics as student retention, cohort tracking, student and institutional outcomes, placement, program evaluation, enrollment, staffing, and student opinion of teaching results.
- Integrates accountability measures, learning outcomes data, and other survey and study data to provide comprehensive reporting and analysis on instructional effectiveness.
- Oversees and/or designs, conducts and analyzes surveys in one or more constituent areas (students, staff, faculty, foundation, etc.); prepares and distributes reports in a timely fashion.
- Ensures institutional databases are developed, maintained and used to support decision-making, budgeting, assessment and evaluation, program review, area planning, and enrollment management.

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- Develops, coordinates, and administers research budgets; monitors and controls expenditures.
- Acts as the District liaison with the Chancellor's Office with respect to annual accountability reporting.
- Prepares written and oral reports in evaluation of student learning and foundational skills.
- Coordinates and maintains computerized records on student progress in achieving goals.
- Ensures the integration of accountability measures, learning outcomes data, and other survey and study data to provide comprehensive reporting and analysis on instructional effectiveness.
- In support of short-range and long-range planning processes, prepares surveys and conducts research to determine institutional accountability, effectiveness and future needs; prepares related reports and plans. Oversees the preparation of data sets for annual are plan and program reviews.
- Participates in professional organizations, and maintains an understanding and working knowledge of current ideas, research, and practices related to the areas of responsibility for this position.
- Performs other duties similar to the above in scope and function as assigned.

EMPLOYMENT STANDARDS*Knowledge of:*

- 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
- computer software programs such as statistical packages, spreadsheet, relational database and query software
- 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
- review, evaluation, and assessment of educational and learning outcomes and program planning

Ability to:

- 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

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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
- plan, design, coordinate, supervise, and implement comprehensive institutional research and planning projects to provide information about the District, its students, and its programs
- 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
- design and oversee institutional research projects and studies including research design, methods, statistical analysis, qualitative research methods, and analytical techniques
- comfortably interact and present in one-on-one, small group, and large group settings with non-research faculty, staff members, and administrators
- 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.

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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

Cabinet Reviewed: 7/28/2016 / 10/24/2017

Board Approved: 3/12/2014, 1/20/2016, 8/10/2016 / 11/8/2017

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)