DEAN OF INSTITUTIONAL EFFECTIVENESS – MJC

DEFINITION

Under general administrative direction, plans, organizes, evaluates, and provides leadership for activities and operations in the areas of research, planning and institutional effectiveness for college-wide initiatives, with particular emphasis on CTE program development and evaluation, including college and statewide initiatives; institutional and external research; coordination and integration of campus strategic plans and funding; program development; program evaluation; and resource development. Performs other duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the president or vice president.

Provides direct supervision to professional and technical staff as well as other administrative support staff, as assigned.

EXAMPLES OF DUTIES

- Provide leadership and support for the development and integration of college work and statewide initiatives.
- Foster the development of a culture of evidence in support of student success.
- Support the development and assessment of college-wide institutional goals, student learning outcomes, and administrative support outcomes.
- Assist in the review of processes and procedures to improve the student experience.
- Coordinate the planning, development and evaluation of long-range strategic plans.
- Oversee assigned college and statewide initiative activities including planning, budgeting, accountability, and reporting.
- Direct the operations of the research and planning office, including supervision and evaluation of staff.
- Provide support to the program review process, including the design of accountability systems for tracking and compiling program data, service outputs and student outcomes and follow-up studies;
- Coordinate Educational Master Planning goals, activities, and evaluation.
- Assist with accreditation planning, documentation, reporting and processes.
- Develop appropriate evaluative methodology, research, statistical reports and other outcome measurements to determine effectiveness of college initiatives.
- Coordinate and oversee institutional and external research efforts, including the development of a comprehensive research agenda.
- Provide analysis of program scale-up costs and benefits.
- Plan and maintain appropriate budgets.
- Work closely with the YCCD Research Department to coordinate planning, evaluation and implementation efforts.
- Develop, supervise and evaluate programs, personnel, operations, and activities of assigned areas.
- Coordinate special projects and initiatives as assigned.
• Maintain an annual calendar of institutional planning and development activities and milestones.
• Review, interpret, and communicate policies and regulations impacting students.
• Participate in appropriate college, district, and state committees as assigned.
• Promote a culture of educational innovation and success through data utilization, sharing evidence-based practices, and comprehensive methods of evaluation.
• Identify, develop, and coordinate external grant resource development for the college.
• Perform other duties as assigned.

TYPICAL WORKING CONDITIONS

• Work is generally performed in a standard office environment.
• Work may require occasional evening and weekend hours.

MINIMUM QUALIFICATIONS
Knowledge of:

• The needs, problems and challenges associated with the diversity of the community college student population.
• Organizational development and management theory and practice.
• Planning, development, accountability and evaluation methods.
• Principles and techniques used in program analysis and evaluation.

Ability to:

• Plan, direct, administer, review, and evaluate assigned programs and services.
• Promote educational innovation.
• Exercise sound judgment in the performance of duties.
• Support the academic growth and success of community college students, faculty and staff.
• Demonstrate effective written and oral communication skills.
• Foster collegial working environment and provide visionary, creative leadership skills.
• Work as a team member in a shared governance environment.
• Demonstrate a high degree of professionalism and integrity.
• Demonstrate commitment to community and campus activities.
• Establish and maintain effective work relationships with those contacted in the performance of required duties.

Licenses and Certificates:

Possession of valid California Motor Vehicle Operator’s License.

Physical and Mental Standards:

• Mobility: ability to sit for long periods, move about an office, stand occasionally, reach above and below desk level.
• **Dexterity:** fine manipulation sufficient to operate a keyboard, handle individual papers, write and take notes.

• **Lifting:** occasional lifting of papers, files, equipment and material weighing up to 25 pounds.

• **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.

• **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.

• **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments.

**Education and Experience:**

*Any combination of education, experience and/or training that would likely provide the above-required knowledge, skills and abilities is qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:*

**Education:** Master’s Degree **AND** one year of successful experience in field related to the administrative assignment **OR** a California Community College Supervisor Credential **OR** other appropriate valid California administrative credential.

**Experience:** Three years administrative experience, preferably at the community college level including the areas of strategic planning, organizational development, research and evaluation, and inter-disciplinary collaboration.

*Class Adopted: 02-02-2017*

*Class Amended: XX-XX-XX*