

**DEAN OF PLANNING, RESEARCH, INNOVATION, AND INSTITUTIONAL
EFFECTIVENESS – MJC**

DEFINITION

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

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from and reports to the Vice President of Instruction.

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 (e.g. CTE Program).
- Foster the development of a culture of evidence in support of student success and data informed decision making.
- Coordinate and collaborate with the development and assessment of institutional goals, student learning outcomes, and administrative support outcomes.
- Coordinate the planning, development and evaluation of long-range strategic plans.
- Oversee assigned activities including planning, budgeting, accountability, and reporting.
- Direct the operations of the research and planning office, including supervision and evaluation of staff.
- Coordinate and collaborate with 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.
- Under the direction of the Vice President of Instruction and with input from the appropriate Vice President as it pertains to their specific division, coordinate the development of the College's Educational Master Plan and the College's Strategic Plan through established shared governance processes
- Provide assistance in accreditation planning, documentation, reporting and processes.
- Serve as the College's Accreditation Liaison Officer.
- 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 and expansion of financial resources through external sources.
- 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, research and development activities and milestones.
- Review, interpret, and communicate policies and regulations impacting institutional effectiveness.
- 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 and funding for innovation related to the Campus mission in partnership with the internal and external college community.
- In collaboration with the Academic Senate, develop and coordinate a community of practice for developing and implementing innovative programs. The community of practice will provide inquiry into the potential innovative programs, and a plan that would lead from idea to sustained programs around innovation
- 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 through grant development and innovation.
- Demonstrate effective written and oral communication skills.
- Foster collegial working environment and provide visionary, creative leadership skills.
- Serve as an effective and collaborative team member of the College's Extended Cabinet, and support team-based decisions.
- 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: 04-16-2020