

DIRECTOR OF COLLEGE RESEARCH AND INSTITUTIONAL EFFECTIVENESS**DEFINITION**

Under administrative direction, plans, organizes, directs and implements college research activities; collaborates with senior administrative staff to provide assistance and counsel in the gathering, interpreting, and applying quantitative, qualitative and historical data in support of decision-making, policy formation, institutional effectiveness, and student equity, access, learning, and success.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from assigned administrator.

Provides direct supervision to College Research and Planning staff, as assigned; may provide indirect supervision to other staff on a project-by-project basis, as required.

EXAMPLES OF DUTIES

- Plan, organize, direct, and implement a comprehensive institutional research process that informs college planning and institutional effectiveness.
- Develop and coordinate research projects from inception to conclusion, including research problem definition, data collection, analysis, interpretation and findings.
- Conduct, design, and coordinate a variety of highly complex institutional research projects and studies to support academic and programmatic assessment and inform institutional effectiveness, including course and program evaluation, enrollment trend studies, the achievement of learning outcomes, and the analysis and disaggregation of success rates.
- Plan, organize, direct, and implement a process for the reporting of institutional data to the public and the California Community Colleges Chancellor's Office.
- Provide administrative guidance in the development, scheduling, analysis, and reporting of Student Learning Outcome assessment.
- Provide administrative guidance in the development, scheduling, and analysis of data for program review.
- Track projects against established timelines and provide status reports to supervisor and appropriate staff on a regular basis.
- Collaborate with faculty, staff and administrators to build greater awareness of research findings and their implications for the institution and its effectiveness.
- Guide faculty, staff and administrators to identify and address student achievement gaps, as well as to assess, evaluate and ensure progress of the college SSSP, Student Equity, and Basic Skills Initiative plans.
- Design and implement accreditation support activities, including those that continue to build a culture of inquiry and evidence on campus.
- Communicate and coordinate with the district research and planning office and information technology office to facilitate information and planning between the college and district.
- Supervise research staff in the coordination of data collection, ensuring the overall validity and integrity of data collection, analysis and reporting.
- Develop, implement and document procedures and policies on data collection and accountability, as well as organize and oversee staff training in these areas.
- Collaborate on district research projects and reporting on a consistent basis.
- Serve on various district and college committees relevant to assigned duties.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

- **Education:** Master's degree in related discipline; e.g., education planning, business, social research or related field.
- **Experience:** Three years of experience working on the design, conducting of research and interpretation of research in an educational institution. (Equivalent to one year of experience in a supervisory role preferred.)

Knowledge of:

- Principles, practices and theories of advanced educational research and institutional planning.
- Theories and practices related to using student learning outcomes for increased learning and institutional effectiveness.
- Standards necessary for obtaining and maintaining academic accreditation.
- Theory and techniques of organizational design and dynamics.
- Standards of academic excellence and scholarship of teaching and learning.
- Principles and practices of academic assessment with emphasis on culture of evidence.
- Report writing and data visualization techniques.

Ability to:

- Problem solve using rigorous academic research.
- Analyze complex data.
- Design, propose, collect, analyze and present research.
- Supervise, train and evaluate staff.
- Effect, motivate, and move others to accept, if not desire, constructive change.
- Use quantitative, qualitative and historical research appropriately.
- Communicate effectively, both orally and in writing.
- Work independently and prioritize workload.
- Demonstrate understanding of, sensitivity to and respect for, the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, politics, philosophy, disability and religious background of all students, faculty and staff.

Desirable Qualifications:

- Experience presenting data to a variety of audiences.
- Experience working in a team environment.
- Familiarity with the literature on effective practices in community colleges.

Class Adopted: August 2015

Class Amended: