

of Institutional Planning, Research, and Effectiveness	Position Number:
Department/Site: Office of the Superintendent/President	FLSA: Exempt Administrator)
Reports to: Associate Vice President of Institutional	

DEFINITION

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the District’s planning, research, and institutional effectiveness operations. This includes, but is not limited to: research, review, analysis, interpretation, and reporting of a variety of data and information used in assessing institutional effectiveness, strategic and institutional planning, program assessment and planning processes, and evaluating key performance indicators and outcomes for District-wide quality improvement. Coordinates assigned activities with other District departments, officials, and outside agencies. Provides highly responsible and complex professional assistance to the Superintendent/President in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Associate Vice President of Institutional Equity, Effectiveness, and Success. Exercises general direction and supervision over professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a senior management classification that oversees, directs, and participates in all programs, services, and activities of the Office of Institutional Equity, Effectiveness, and Success, Planning, Research, and Effectiveness, including short- and long-term planning and development and administration of office policies, procedures, and services. This classification provides assistance to the Associate Vice President of Institutional Equity, Effectiveness, and Success continuous improvement activities to support student success, equity, inclusion and belonging through Guided Pathways, directs research and planning to achieve strategic goals and objectives, and ensure an integrated alignme to work at any district location or learning site and in some cases can be assigned to

and learning sites.

At the direction of the Associate Vice President of Institutional Equity, Effectiveness, and Success, assumes management responsibility for all Office of Institutional Planning, Research, and Effectiveness programs, services, and activities. This includes, but is not limited to: review, analysis, interpretation, and reporting of a variety of data and information used in assessing institutional effectiveness, strategic and institutional planning,

Principles and practices of technology and software use for databases, accounting, spreadsheets, and other business processes.

Budget development, administrative practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.

Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.

Principles, practices, theories, and methods of research design, evaluation, data collection and analysis, data interpretation, and reporting of a variety of data and information used in assessing institutional effectiveness, strategic and institutional planning, and decision-making, and evaluating key performance indicators for District-wide quality improvement.

Data collection information systems and statistical software.

Survey and statistical analysis instruments, techniques, and methodology.

Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.

Principles and procedures of record keeping, technical report writing, and preparation of correspondence and presentations.

Modern office practices, methods, and computer equipment and applications.

English usage, spelling, vocabulary, grammar, and punctuation.

Operate modern office equipment including computer equipment and specialized software applications programs.

Understand scope of authority in making independent decisions.

Education and Experience:

A master's degree from a college or university accredited by a regional accrediting agency recognized by the United States Department of Education, and

Three (3) years of administrative leadership experience in institutional assessment, research, and planning.

PHYSICAL DEMANDS