

DEAN, RESEARCH, PLANNING AND INSTITUTIONAL EFFECTIVENESS

DEFINITION:

Under executive direction, to provide leadership, direction, planning and administrative responsibility for providing leadership for institutional research for District functions, programs, service and activities throughout the continuous assessment and analysis of student needs. The position supports and coordinates the development and maintenance of an institutional strategic planning and program review process to meet compliance with state, federal, district and college requirements; insures accuracy of accrediting commission, state and federal reports on student outcomes to insure continued and enhanced funding; organizes and supports accreditation activities. The Dean will facilitate local and regional collaboration, participate in regional meetings, and represent research interests on district advisory bodies; and to perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This is an administrative classification with overall responsibility for a major area of campus operations. This classification is distinguished from Vice President, Academic Affairs, which is an executive class with broad latitude and authority for overall academic operations.

ESSENTIAL DUTIES: The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Plans, organizes, manages and administers the operations of the Research, Planning, and Institutional Effectiveness functions such as Accreditation, Enrollment Management, and Academic Scheduling;
- Establishes goals, objectives, policies and standards for the department; evaluates applicable federal, state and local regulations, policies and procedures and ensures compliance;
- Manages, directs, assigns and evaluates the daily work of faculty and classified staff; trains employees in work procedures, standards and requirements; interviews and recommends selection of job applicants, appraises employee performance, conducts counseling on work issues, prepares documentation and improvement plans for deficiencies, and recommends performance recognition and disciplinary action;
- Oversees curriculum development, advising faculty on development, providing technical review and writing assistance, reviewing and approving submittals, coordinating with committee and department chairs, and ensuring compliance with state, articulation and legal issues;
- Oversees class schedules including planning, staff utilization, load calculations, general education offerings, off campus classes, and block courses;
- Serves on a variety of internal and external committees, meetings and organizations, to coordinate operations, conduct outreach, establish cooperative relationships, and resolve problems.
- Develops and administers the department budget; monitoring and approving expenditures, ensuring proper fund allocations, and researching and approving grant expenditures;
- Investigates, evaluates and resolves a variety of complex issues and problems

- Assists in overseeing accreditation activities including leading teams, providing leadership for the College's self-study, and monitoring implementation of accreditation agendas;
- Oversees the scheduling, coordination and use of facilities and equipment for instruction and participates in long and short term planning;
- Establishes goals, objectives, policies and standards for the department; evaluates applicable federal, state and local regulations, policies and procedures and ensures compliance;
- Assists in the development, implementation, direction and evaluation of activities related to articulation with secondary schools, and matriculation activities within the college, including the recruitment, admission, assessment, advisement and retention of students; develop, implement, direct and evaluate student activities, programs and services as part of an overall enrollment management strategy;
- Directs or performs studies for College, District, state and federal accountability measures; assures accuracy and integrity of all College data; submit reports as required;
- Supports and organizes program review and other key initiatives in institutional planning, institutional accountability, effectiveness and decision-making.
- Audits and releases official information about college student enrollment, faculty, student and staff characteristics;
- Provides data and analysis to support resource development and grant applications, implementation and follow-up reports as necessary; coordinate with District staff as required;
- Supports and assists in the development, implementation, assessment and evaluation of student learning outcomes, including basic skills and other student success initiatives; assists in the organization, implementation and evaluation of faculty and staff training related to student learning outcomes;
- Conducts student equity research including success, persistence, basic skills and graduation and transfer rates; assure compliance with established regulations;
- Prepares and maintains a variety of reports, correspondence, records and other written materials.

MINIMUM QUALIFICATIONS:

Knowledge of:

Administrative principles and methods including goal setting, program and budget development and implementation, and employee supervision and evaluation.

Principles and practices of curriculum development and evaluation.

Principles and methods of instruction at the community college level.

Applicable laws, codes regulations and requirements.

Institutional Research, Accreditation Standards, and Enrollment Management principles

Skill in:

Planning, organizing, assigning, directing and reviewing a major college function and assigned program areas.

Selecting, training, motivating and evaluating faculty, classified and supervisory staff.

Developing, implementing, and interpreting goals, objectives, curricula, policies, procedures and work standards.

Analyzing complex problems, evaluating alternatives, and implementing effective courses of action.

Establishing and maintaining effective working relationships with those contacted in the course of the work.

Representing assigned areas effectively in meetings with others.

Preparing clear and concise reports, correspondence and other written materials.

Other Requirements:

As an exempt employee, the incumbent may be asked to work variable schedules. Must possess a valid California driver's license and have a satisfactory driving record. In accordance with Title V, must possess a master's degree and one year of formal training, internship, or leadership experience reasonably related to the assignment.

ILLUSTRATIVE EDUCATION AND EXPERIENCE: A typical way to obtain the above knowledge and skill is a combination of education and experience equivalent to:

A Master's degree in a relevant field, and five years of academic experience including at least one year in a supervisory or administrative capacity.

PHYSICAL CHARACTERISTICS: The physical abilities involved in the performance of essential duties are:

Vision to read printed material and computer screens; speech and hearing to communicate in person and by telephone; mobility and dexterity to work in a standard office setting and use standard office equipment and computers. This work is performed primarily in an office setting.