



West Valley - Mission

Community College District

CLASS SPECIFICATION

DIRECTOR, RESEARCH AND PLANNING

Academic Administrative Position (Exempt Status)

Administrative Salary Schedule – Range 25

DEFINITION

To plan, organize, direct, and coordinate the activities of the research, planning and institutional effectiveness department; to develop and coordinate a systematic and integrated institutional planning process; and to provide highly complex staff assistance to the college president.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the President.

Exercises direct supervision over assigned professional and technical staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Develop and implement department goals, objectives, policies, and procedures.

Plan, organize, and direct department activities including research projects, surveys, and studies in support of institutional assessment, planning, decision-making, and quality improvement.

Direct, oversee, and participate in the development of the department work plan; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods and procedures.

Monitor development, implementation, and evaluation of all institutional plans; provide progress reports as required.

Establish and maintain a campus-wide master planning, evaluation, and reporting calendar.

In cooperation with district managers, faculty, and classified staff, participate in the annual planning and budgeting processes to ensure alignment with overall college goals and mission.

Develop and implement tools to measure and communicate progress in relation to accreditation standards and best practices; provide training and assistance to faculty and staff in assessment and evaluation plans.

Serve on and/or lead college and district planning committees to assist with integrated planning, evaluation, and assessment.

Recommend the appointment of staff; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the department.

Support and assist in the development, implementation, assessment, and evaluation of student learning outcomes.

Oversee the development and maintenance of reporting structures in the data warehouse; integrate research processes and models, including data warehouse and associated report/data access technologies, with academic planning.

Provide validation of assessment instruments; ensure compliance with the education code.

Represent the department and division to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research and prepare technical and administrative reports; prepare written correspondence.

Build and maintain positive working relationships with co-workers, other district employees, and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of research, collection, analysis, interpretation, and reporting of statistical data.

Instruments, techniques, and methodology used in survey, study, and statistical analysis.

Principles and practices of leadership, motivation, team building, and conflict resolution.

Pertinent local, state, and federal rules, regulations and laws.

Principles and practices of participatory governance and effective practices of adult teaching and learning.

Community college policies and community characteristics and trends regarding planning, assessment, and evaluation.

Modern office practices, methods, and computer equipment.

Principles and practices of organizational analysis and management.

Principles and practices of supervision, training, and personnel management.

Ability to:

Organize and direct the research, planning, and institutional effectiveness operations.

On a continuous basis, analyze data and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Gain cooperation through discussion and persuasion.

Interpret and apply district, division, and department policies, procedures, rules and regulations.

Supervise, train, and evaluate staff.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Communicate effectively orally and in writing.

Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.

Establish and maintain effective, cooperative, and collaborative working relationships with others.

Work beyond normal business hours, attend evening meetings and/or perform weekend work, and travel.

Experience and Education

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in the collection, analysis and presentation of research data, including two years of administrative and management responsibility.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business or public administration, educational or policy research, mathematics, statistics, or a related field. A Master's degree is desirable.

EEO Category: Executive/Administrative/Managerial

Date Approved: July 1, 2016