

## **PALOMAR COMMUNITY COLLEGE DISTRICT**

### **DIRECTOR, INSTITUTIONAL RESEARCH AND PLANNING**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

#### **DEFINITION**

Plan, organize, design, coordinate and direct comprehensive institutional research and planning projects to provide information about the District's students, programs and organizational effectiveness; support the development and maintenance of an institutional strategic planning process including evaluation and assessment of progress towards the completion of planning objectives; plan, design and conduct research projects including the evaluation of matriculation activities and the assessment of student learning outcomes; present planning information and the results of research to all areas of the college community and external agencies including accrediting bodies.

#### **SUPERVISION RECEIVED AND EXERCISED**

This position receives direction from the Superintendent/President and exercises supervision over assigned staff.

#### **ESSENTIAL FUNCTION STATEMENTS**

*Essential duties and other important responsibilities/duties may include, but are not limited to, the following:*

1. Plan, organize, direct and control the activities, services and operations of institutional research and planning, including collecting, analyzing and reporting qualitative and quantitative information to provide formative and summative feedback on institutional and program functioning; allocate personnel and resources to optimize departmental efficiency and effectiveness.
2. Support and coordinate the development, monitoring and evaluation of the institutional strategic planning process, including strategic and master planning; advise the President and other regarding the progress of strategic plans and outcomes; provide information and analysis for all planning processes, reports and plans.
3. Conduct and consult on survey research including District and community demographics, population projections, staffing reports and projects.
4. Collect, organize and analyze data from reports using spreadsheets and statistical programs; prepare annual research agenda, coordinate research requests and assign timelines and staff based on institutional priorities and plans.
5. Plan, design, conduct, and consult with others on a variety of projects related to District institutional and program evaluation, effectiveness and decision-making including annual publications and reports; collect information from various internal offices and external agencies and analyze data as needed; develop and perform planning, research and analysis for special projects as assigned by the President.

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6. Maintain complex computer databases, files and records related to institutional research function; write and execute computer queries to retrieve information from institution's database.
7. Determine research needs, design studies, delegate and supervise work; conduct research project for the evaluation of matriculation activities and outcomes; validate placement test cutoff scores, prerequisite requirements and longitudinal tracking; design, adapt and develop computer models for forecasting and analysis as needed; perform assessment of student learning outcomes on institutional, program and discipline level.
8. Train, schedule, assign, supervise and evaluate the work performance of assigned personnel; discipline personnel in accordance with established policies and procedures.
9. Provide leadership for program development and consult with administrators to plan needs for additions, modification and deletions to research projects; set priorities for resource needs.
10. Maintain current knowledge of new developments and innovations institutional research and planning; recommend changes to maintain relevance of programs and meet student and community needs; conduct institutional needs assessments as appropriate.
11. Exercise leadership in the development and monitoring of the budget and manage financial resources consistent with District policy and sound financial management principles.
12. Work cooperatively with other administrators to coordinate programs and services as appropriate.
13. Participate in shared governance through service on planning and/or operations committees and task forces; serve on state-wide research and planning committees; present plans, outcomes and findings at regional, state and national conferences.
14. Perform other duties as assigned or required.

**QUALIFICATIONS**

**Knowledge of:**

- Research and planning methods and techniques.
- Statistical and planning processes and models.
- Statistical software packages and survey development software.
- Technical aspects of field specialty.
- Matriculation process, objectives, policies and regulations.
- District-wide administrative methods and procedures.
- Advanced research methods and report writing techniques.
- Principles of business letter writing and report preparation.
- Budget preparation and control.
- English usage, spelling, grammar and punctuation.
- Interpersonal skills using tact, patience and courtesy.
- Principles and practices of administration, supervision and training.
- Modern office procedures, methods and equipment including computers.
- Community College organization, operations, policies and objectives.
- Pertinent federal, state and local codes, laws and regulations.

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**Ability to:**

- Manage the institutional research and planning function.
- Guide, facilitate and support the development and maintenance of the institutional strategic planning process.
- Provide and supervise the research component of matriculation activities.
- Supervise the preparation of assigned data reports.
- Read, interpret and explain plans and research findings.
- Supervise, train and evaluate staff.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others; use discretion in handling difficult persons.
- Operate office equipment including computers and supporting word processing, spreadsheet applications, presentation programs, relational database software, statistical software packages and survey development software.
- Effectively respond to all situations/incidents using sound judgment and decision-making skills.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Prepare and control budget.
- Analyze situations accurately and adopt effective courses of action.
- Work independently with little direction; plan and organize work; meet schedules and timelines.
- Prepare reports by compiling and organizing data from a variety of sources.
- Maintain accurate and complete records.
- Work confidentially with discretion.

**EXPERIENCE AND EDUCATION/TRAINING GUIDELINES**

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

**Experience:**

Three years experience in an educational setting including one year of administrative and supervisory responsibility.

**Education/Training:**

Equivalent to a Master's degree from an accredited college or university with major coursework in educational research, industrial/organizational psychology or related field.

**License and/or Certificate:**

Possession of, or ability to obtain, an appropriate valid California Driver's License.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; exposure to computer screens, noise and electrical energy; extensive contact with faculty, staff and students.

**Physical Conditions:**

Essential and marginal functions require maintaining physical condition necessary walking, standing and sitting for extended periods of time. Must be able to travel between education center, satellite sites and other District locations.

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