

PALOMAR COMMUNITY COLLEGE DISTRICT

Classification Title: Senior Director, Institutional Research, Planning and Grants

Department: Institutional Research and Planning

FLSA Status: Exempt

Staff Category: Administrative Association (Educational Administrator)

Salary Range: 72

Supervision Received From: Superintendent/President

Original Date: July, 2012

**Supervision Given: Senior Institutional Research Analyst,
Institutional Research Analyst,
Senior Administrative Secretary**

Last Revision: July, 2012

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.

JOB SUMMARY.

Plans, organizes, designs, coordinates, and directs comprehensive institutional research and planning projects to provide information about the College's students, programs, and organizational effectiveness; supports the development and maintenance of an institutional strategic planning process, including evaluation and assessment of progress towards the completion of planning objectives; plans, designs, and conducts research projects including the evaluation of matriculation activities and the assessment of student learning outcomes; presents planning information and the results of research to all areas of the College community and external agencies, including accrediting bodies.

DISTINGUISHING CHARACTERISTICS.

The Senior Director, Institutional Research, Planning and Grants is distinguished from the Senior Institutional Research Analyst by its responsibility for providing leadership and direction for the department of Institutional Research and Planning.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS. Essential responsibilities and duties may include, but are not limited to, the following:

1. Performs full supervisory activities, subject to management concurrence and in accordance with applicable College policies, which includes: selecting and training new employees; planning, assigning, scheduling, and evaluating completed work; approving overtime/compensatory time; preparing and signing employee performance evaluations; recommending salary reclassifications; responding to grievances and taking appropriate disciplinary action; and performing related supervisory activities.
2. Establishes strategic direction for the department, including organizing and controlling its activities, services, and operations, which include identifying institutional research needs and determining required technical and analytical support requirements to design and implement a wide range of quantitative and qualitative research projects; consulting with others on a variety of projects related to program and institutional evaluation, including the assessment of student learning outcomes; providing guidance and oversight in the collection, analysis, and reporting of formative and summative feedback on institutional programs and functions; monitoring the design and implementation of survey research; establishing and identifying standard and ongoing data reports to assist and support applicable activities, including enrollment management; monitoring the development and delivery of

internal and external reports; establishing partnerships with the campus community to ensure the accuracy of data reported to external entities; conducting research activities; and/or performing other related activities.

3. Supports and coordinates the development, monitoring and evaluation of the institutional strategic planning process, including strategic and master planning, which includes providing oversight for the completion of internal and external environmental scans and identifying planning assumptions based on information and data collected during environmental scans; facilitating and supporting constituent-based work groups to identify and define strategic goals and objectives; establishing and implementing processes to support and monitor progress on the strategic plan, including developing and tracking measures of institutional effectiveness; advising the Superintendent/President, Governing Board, and others regarding progress on the strategic plan; and/or performing other related activities.
4. Establishes, monitors, and maintains institutional grant processes, including the identification of pre-award and post-award activities.
5. Facilitates and provides support to the local Governing Board's efforts to establish annual goals, track institutional effectiveness, and conduct annual self-evaluations; prepares and presents related Board workshops and monitors and tracks progress on annual Board goals; provides updates and reports to the Governing Board related to planning and research activities of the College; prepares and presents annual report on the College's accountability measures.
6. Interprets the findings of research studies, plans, and reports generated internally and externally; communicates findings to a variety of audiences with varying levels of understanding and knowledge about institutional research and planning, including the College's Governing Board, executive administration, faculty, staff, community members, and Federal and State agencies.
7. Facilitates and supports College groups, including planning councils, divisions, committees, departments, and other work groups, in the development and implementation of planning, research and evaluation cycles including program research, assessment, and evaluation; student learning outcomes assessment cycles; and other projects related to the College's efforts to make evidence-based decisions.
8. Provides consultation on accreditation standards and processes.
9. Exercises leadership in the development and monitoring of the budget and manages fiscal resources consistent with District policy and sound financial management principles.
10. Develops and executes planning, research, and analysis for special projects as assigned.

Marginal Functions:

1. Participates in/on a variety of committees, task forces, boards, meetings, and/or other related groups in order to receive and/or convey information.
2. Participates in shared governance through service on planning and/or operations committees and task forces.
3. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Knowledge of:

1. Supervisory principles and practices.
2. Qualitative and quantitative research and planning methods and techniques.

3. Statistical and planning processes and models.
4. Statistical software packages and survey development software.
5. Technical aspects of field specialty.
6. Database development principles and practices.
7. General strategic planning models within the California Community College system.
8. Public and private grant processes.
9. Roles, operations, and functions of the local Governing Board within the California Community College system.
10. Accreditation standards.
11. Student learning outcome assessment cycles and methods.
12. Matriculation process, objectives, policies and regulations.
13. District-wide administrative methods and procedures.
14. Advanced research methods and report writing techniques.
15. Principles of business letter writing and report preparation.
16. Budget preparation and control.
17. Interpersonal skills, including the use of tact, patience and courtesy.
18. Principles and practices of administration and training.
19. Pertinent Federal, State and local codes, laws and regulations.

Skill in:

1. Supervising, training and directing the work of others.
2. Utilizing a computer and related software applications.
3. Analyzing and troubleshooting difficult situations accurately and adopting an effective course of action.
4. Establishing and maintaining effective working relationships with those contacted in the course of work.
5. Developing and maintaining section budget.
6. Interpreting complex data and information.
7. Reading, interpreting, applying, and explaining rules, regulations, policies, and procedures.
8. Communicating clearly and concisely, both orally and in writing.
9. Compiling and organizing data from a variety of sources.
10. Maintaining accurate and complete records.
11. Maintaining confidentiality and exercising discretion.
12. Managing the institutional research and planning function.
13. Establishing research priorities and monitoring the progress and completion of research activities.
14. Designing, developing, and implementing comprehensive research projects.
15. Facilitating consensus within work groups.
16. Guiding, facilitating, and supporting the development and maintenance of the institutional strategic planning process.
17. Providing oversight for the research component of matriculation activities.

18. Supervising the preparation of assigned data reports.
19. Reading, interpreting, and explaining plans and research findings.
20. Responding effectively to all situations/incidents using sound judgment and decision-making skills.
21. Working independently with little direction.
22. Planning and organizing work.
23. Meeting schedules and timelines.

Experience and Training Guidelines:

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

Experience:

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

Education/Training:

Master's degree in behavioral or social science research, educational administration, organizational analysis, or another research-oriented specialization.

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 for ambulating for extended periods of time and performing required duties. Must be able to travel between education centers, satellite sites and other District locations.