

## **SANTA BARBARA COMMUNITY COLLEGE DISTRICT**

**CLASSIFICATION: EDUCATIONAL ADMINISTRATOR**

**CLASS TITLE: EXECUTIVE DIRECTOR of INSTITUTIONAL RESEARCH & PLANNING**

**SALARY TABLE: 30 SALARY RANGE: 165**

### **BASIC FUNCTION:**

The Executive Director of Institutional Research and Planning (EDIRP) reports directly to the Superintendent/President. The EDIRP plans, organizes, controls, and directs operations and activities involved in the research, review, analysis, interpretation and reporting of a variety of data and information used in assessing institutional effectiveness, assisting with College planning, accreditation, decision-making, program reviews, student learning outcomes, and determining implications of College practices, policies, measures and procedures; develop and implement related projects, studies, surveys, support and reporting systems and procedures; supervise and evaluate the performance of assigned personnel.

### **DISTINGUISHING CHARACTERISTICS**

The Executive Director of Institutional Research and Planning is a leader with the ability and willingness to engage in courageous conversations that maintain and enhance inclusive environments where students and employees alike will thrive.

Provides leadership to the college to ensure the college is student centric, equity focused, data informed, and community connected. The EDIRP is a committed, dynamic leader who embraces cultural competence, inclusive participation, and sets a management standard of leadership ensuring accurate and timely processes and procedures in support of student success and achievement.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Plan, organize, control and direct operations and activities involved in the research, review, analysis, interpretation and reporting of a variety of data and information used in assessing institutional effectiveness, assisting with College planning, accreditation, decision-making, program reviews, student learning outcomes, and determining implications of College practices, policies, measures and procedures.

Coordinate, develop, implement and conduct projects, surveys and studies in support of institutional assessment, planning, research, program reviews, student learning outcomes and decision-making; establish and maintain related timelines and priorities; assist administrators and other College personnel with assuring smooth and efficient progress of planning activities; resolve related issues, conflicts and discrepancies in a proper and timely manner.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures; assure employee understanding of established requirements.

Coordinate, develop and maintain decision-making support and reporting systems and procedures according to College needs, goals and objectives; determine scope of systems and develop related specifications, designs and tools; develop measures for decision-making; provide training and assistance to administrators and personnel concerning the utilization of systems and measures.

Serve on the College Planning Council; collaborate with Council members and others in reviewing, interpreting and determining implications of various College practices and measures of institutional effectiveness; coordinate and participate in the development and analysis of related data.

Collaborate with others in determining educational and financial effectiveness, and operational efficiency of various College departments, programs and services; provide technical assistance and recommendations in the planning and development of practices, policies, measures and procedures to enhance educational and financial effectiveness, and operational efficiency.

Provide consultation to administrators, personnel, committees and others concerning institutional planning, effectiveness, accreditation, student learning outcomes and decision-making; respond to inquiries, resolve issues and conflicts, and provide detailed and technical information concerning related data, research, projects, reports, studies, systems, practices, measures, programs, policies and procedures.

Prepare a variety of mandated and requested College, State and Federal reports related to the Integrated Postsecondary Educational Data Systems (IPEDS), decision support, accreditation, apportionment, course demand, productivity, financial activity, students, institutional effectiveness, demographics, programs, enrollment, practices, procedures and assigned activities.

Prepare and evaluate College plans according to established timelines; coordinate, develop and maintain planning materials, goals and objectives; research, interpret, analyze and explain student data and information to assist administrators with assuring College plans, facilities and infrastructure meet student enrollment needs and projections; update the College Plan as directed.

Monitor and keep administrators current concerning demographic and community information and adequacy and effectiveness of College services; develop, maintain and assure integrity of student, staff and program databases for use in reports, planning and decision-making; assure mandated data and reports are completed and submitted according to established timelines and requirements.

Serve as the Accreditation Liaison Officer for the College; prepare required annual accreditation reports; direct studies in preparation for accreditation reviews; coordinate and arrange accreditation visits.

Develop and prepare the annual preliminary budget for institutional assessment, research and analysis; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Provide technical information and assistance to the Superintendent/President regarding institutional assessment, research and planning activities, needs and issues; assist in the formulation and development of policies, procedures and programs.

Maintain current knowledge of laws, codes, ordinances, regulations and pending legislation related to institutional assessment, research, planning and accreditation; modify projects, studies, functions and procedures to assure compliance with local, State and federal requirements as appropriate.

Communicate with personnel, administrators and various outside agencies to exchange information and resolve issues or concerns.

Operate a variety of office equipment including a computer and a variety of specialized systems and software; participate in developing, selecting and upgrading computer systems as directed; drive a vehicle to conduct work.

Attend, conduct and participate in various meetings and committees; prepare and deliver oral presentations.

#### **OTHER DUTIES:**

Perform related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Planning, organization and direction of institutional assessment, research and planning.

Organization, policies and objectives of projects, surveys and studies used in assessing institutional effectiveness, assisting with College planning, accreditation, program reviews, student learning outcomes, and decision-making, and determining implications of College practices, policies, measures and procedures.

Advanced principles, practices, procedures, theories, models and techniques involved in the research, collection, analysis, interpretation and reporting of statistical data.

Enterprise resource planning (ERP) systems; business intelligence methods, tools and techniques; data warehouse structures and techniques; data collection information systems and statistical software.

Computerized and manual data collection, management, manipulation and distribution requirements for analysis and reporting functions.

Practices, procedures and techniques involved in the design, development and implementation of projects, surveys and studies in institutional assessment, planning, research and decision-making. Principles, methods and procedures of operating computers and peripheral equipment. Applicable laws, codes, regulations, policies and procedures.

Survey, study and statistical analysis instruments, techniques and methodology. College organization, operations, policies and objectives.

Principles and practices of administration, supervision and training.

Budget preparation and control.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

##### **ABILITY TO:**

Plan, organize, control and direct operations and activities involved in the research, review, analysis, interpretation and reporting of a variety data and information used in assessing institutional effectiveness, assisting with College planning, accreditation, program reviews, student learning outcomes, and decision-making, and determining implications of College practices, policies, measures and procedures.

Coordinate, develop, implement and conduct projects, surveys and studies in support of institutional assessment, planning, research and decision-making.

Supervise and evaluate the performance of assigned personnel.

Coordinate, develop and maintain decision-making support and reporting systems and procedures.

Collaborate with others in determining educational and financial effectiveness, and operational efficiency of various College departments, programs and services.

Prepare a variety of mandated and requested College, State and federal reports.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others. Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and timelines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports, records and files related to assigned activities.

#### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: master's degree in education, mathematics, social sciences or related field and six years increasingly responsible experience involving statistical research, review, analysis, interpretation and reporting including work with institutional assessment, research and planning functions.

Strongly desired experience with a combination of the following: SCT Banner, Oracle Data Store, Oracle PL/SQL programming, Microsoft SQL programming, TOAD, Argos, Microsoft SQL Server Reporting Services, PerformancePoint Server 2007 (formerly ProClarity), SPSS, and SAS.

#### **LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

#### **WORKING CONDITIONS:**

##### ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

##### PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials and view a computer monitor.

Hearing and speaking to exchange information.

Sitting for extended periods of time.

Bending at the waist, kneeling or crouching to file and retrieve materials.

Reaching overhead, above the shoulders and horizontally.