

**EXECUTIVE DIRECTOR OF
DISTRICT RESEARCH, PLANNING AND INSTITUTIONAL EFFECTIVENESS**

CLASS SUMMARY

Responsible for administrative duties to plan, organize, design, coordinate, supervise, and implement a comprehensive and visionary research program that addresses district, college, regional and state issues and supports district and college goals, programs and projects; research, review, analyze, interpret, and report a variety of data and information used in assessing institutional effectiveness, planning, accreditation and decision-making; manage data needed by external agencies and researchers and internal administration, faculty and staff; manage district's comprehensive research data warehouse for college and district use. Serve as the administrator overseeing the research and evaluation needs for the Rancho Santiago Adult Basic Education Consortium, specifically to the educational needs of adults and providing consultation of emerging issues for this special population group. Serve as the administrator responsible for the work of the Orange County Center of Excellence, a center serving the Orange County region, specifically in conducting research on workforce development needs, including industry surveys, interviews, and data analysis, as well as providing consultation and technical expertise to Orange County community colleges concerning emerging jobs and workforce needs; responds to inquiries and provides detailed and technical information concerning projects.

REPRESENTATIVE DUTIES

Design, direct and conduct educational and institutional research projects and studies. Consult with faculty and staff district wide to identify research needs, to effectively disseminate research information, and to integrate research findings into policies and practices. Collaboratively develop the annual district research agenda and provide coordination for institutional research activities throughout the district. Oversee and facilitate districtwide planning framework and procedures. Document districtwide planning processes and progress. Coordinate planning timelines and structures with the district. Serve as district liaison to colleges for accreditation reviews. Report on research and planning, as well as standardized data and information, for accreditation reviews, self-evaluations, and reports. Serve as a knowledge manager to provide the connection between research information and faculty and staff, drawing conclusions and making recommendations as appropriate. Collect, prepare and maintain statistical data and other information related to planning, accreditation, enrollment, matriculation, assessment, program evaluation, demographics, student outcomes, other performance measures and accountability, the community, and other topics, as needed. Prepare evaluation plans for grants received, provide data needed and assist program directors in planning and outcome efforts. Oversee and coordinate the validation of placement testing instruments used by the colleges. Identify new research needs, approaches and methods, as needed, and provide related training. Provide leadership for student learning outcomes assessment. Responsible for some federal and state reporting requirements, such as IPEDS, PEQIS. Serve as a resource to staff requiring research

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assistance for projects, programs, grants, etc. Coordinate the research efforts of departments where needed. Responsible for maintaining a research protocol for those conducting research and using RSCCD faculty and staff as human subjects. Oversee protocol approval process, review research project and coordinate with appropriate department depending on subject matter to ensure proper implementation of research. Responsible for external agencies mandates/requests for data for the district and the colleges. Prepare a variety of types of effective written and presentation communications for the Board of Trustees, the district and college communities, and external audiences. Maintain and provide the resources for a variety of records, documents, and reports. Maintain statistical databases. Oversee the continuing development of a data warehouse and other research software and appropriate computer technologies. Serve as liaison with District Information Technology Services, Admissions and Records, and other departments, as appropriate, to coordinate the accuracy of district data. Attend a variety of meetings and events and serve as a resource on various committees as required. Develop and present staff development training regarding research value, methods, research findings, and interpretation. Promote creativity and innovation in the development and delivery of programs and services within the research and other departments. Promote district and college programs and services and encourage collaboration, teamwork and positive working relationships among all faculty and staff. Prepare and monitor the institutional research budget. Train, schedule, assign, supervise, direct, develop and evaluate personnel; participate in selection and hiring processes. Serve in a variety of roles as a districtwide leader and manager. Represent the district externally for institutional research and planning agencies and related needs. Establish and maintain effective working relationships with all faculty, staff, students and the public. Perform related duties as assigned.

ORGANIZATIONAL RELATIONSHIP

This position reports to the designated administrator.

Training and Experience

Required Qualifications:

Master's degree, or the equivalent, and educational background in a social science, mathematics, statistics, business, economics, or other research-related field and five years of direct experience in designing and implementing successful research projects in education. Experience in community colleges desired.

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DESIRABLE QUALIFICATION GUIDE

Knowledge and Abilities:

Knowledge of: educational research design and methodology including data collection; data reduction; design and validation of survey instruments; display and reporting methods; appropriate data processing methods including relevant statistical and other software; effective supervision and management principles; and knowledge management.

Ability to: plan, organize, and efficiently manage concurrent demands and meet deadlines in a complex and fast-paced environment; lead teams, group and meeting to meet objectives; resolve group conflict; work independently and in a team environment; communicate effectively, both orally and in writing; communicate and explain complex ideas clearly, concisely, and persuasively; synthesize, analyze, and draw appropriate conclusions from multiple sources of complex and voluminous data.