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| **DEAN, RESEARCH, PLANNING & INSTITUTIONAL EFFECTIVENESS** | | | |
| **Reports to:** | President |  |  |
| **Dept:** | Research, Planning & Institutional Effectiveness | **Range:** |  |
| **FLSA:** | Exempt | **EEO:** | Executive/Administrative/Managerial |

*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 by individual positions.*

### BASIC FUNCTION:

Under general policy direction, plan, organize, integrate and direct the work and programs of the Research, Planning & Institutional Effectiveness department; lead the college’s accreditation activities; participate actively in shared govern­ance activities and initiatives; work in close cooperation with other instructional and administra­tive deans; provide expert professional assistance and leadership to the President and execu­tive management on district-wide programs and strategies for achieving the district’s mission and institutional goals within areas of campus responsibility; and perform related duties as assigned.

### ESSENTIAL DUTIES & RESPONSIBILITIES:

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

1. Plan, organize, direct, oversee, lead, integrate and evaluate the work of assigned classified staff in the Research, Planning & Institutional Effectiveness department; with staff, manage and direct development, implementation and evaluation of annual program plans, goals and objectives, work processes, systems and procedures to achieve district goals, objectives and standards; develop and work with staff to manage and monitor budgets for personnel, facilities and equipment; track program funding allocations and expenditures to ensure compliance with legal mandates.
2. Provide day-to-day leadership and work with school, campus and other administration department academic and classified staff to ensure excellence in educational opportunities and student services supportive of high student and staff achievement, innovation, best practices, stewardship and fiscal prudence.
3. Direct and manage the performance of classified staff; direct and oversee the selection of staff; establish perform­ance requirements and personal development targets; regularly monitor performance and provide coaching for performance improvement and development, in accordance with district human resources policies and labor contract agreements.
4. Lead, coordinate, participate in, monitor, revise and report outcomes of district long- and short-term institutional planning activities; ensure planning processes are systematic, integrated and aligned with accreditation and other planning-related requirements; manage and oversee a variety of research initiatives, including research on student equity and success outcome measures, to inform strategic and program planning efforts; coordinate, facilitate and provide leadership and support for program review processes for all college divisions.
5. Lead and coordinate on-going accreditation activities and continuous improvement efforts; manage the development of responses required by the accreditation commission; compile and submit accreditation reports and substantive change requests.
6. Actively lead grant sourcing and procurement efforts on behalf of the district; manage personnel and coordinate evaluative reporting for all grant-related research activities; provide consultation and technical assistance to departments seeking research assistance.
7. Participate actively in the life of the college and its shared governance processes by serving on district committees, task forces and councils.
8. Work with faculty, staff and administration to ensure compliance with California Code of Regulations Title 5, accreditation standards and Board Policies and Administrative Proce­dures; work with faculty and staff in evaluating changes in regulations and standards and determining collegial means to address changes and ensure compliance.
9. Direct and participate in the preparation and maintenance of a variety of narrative and statistical records, reports, files, dashboard, and other resources related to research projects, institutional assessment and planning, quality improvement, policies and procedures, personnel, enrollment, annual reporting and other data.
10. Stay abreast of legislation, regulations and other relevant trends, particularly in areas applicable to areas of assigned responsibility, and engage in personal professional development programs and activities to maximize contributions to the college and the community.

**OTHER DUTIES:**

1. Establish and maintain relationships with and serve as an ambassador to the community, local businesses, industry and other college partners.
2. Serve on regional and state-wide organizations, district committees and councils as designated by the President.
3. Perform related duties as assigned.

### KNOWLEDGE AND ABILITIES:

### KNOWLEDGE OF:

1. Principles, best practices, policies and trends applicable to the field of institutional effectiveness and assessment, particularly as relevant to a community college environment.
2. Advanced mastery of theories, principles, practices, methods and statistical analysis tools and technologies used in research of institutional effectiveness, student learning outcomes assessment and other key research issues.
3. Accreditation standards of the Accrediting Commission for Community and Junior Colleges and Western Association of Schools and Colleges.
4. Principles and practices of strategic and program planning applicable to an educational institution.
5. Principles and practices of grant sourcing and acquisition and management of grant activities and reporting.
6. Applicable federal, state and local laws, rules and regulations [including OSHA rules and regulations if applicable].
7. Principles and practices of sound business communication including correct English usage, grammar, spelling, punctuation and vocabulary.
8. Principles and practices of effective management and supervision.
9. Principles and practices of organization and culture change.
10. District human resources policies and labor contract provisions.
11. Safety policies and safe work practices applicable to the work.

### ABILITY TO:

1. Plan, organize, direct review and evaluate the programs and activities of the Research, Planning & Institutional Effectiveness department.
2. Lead and coordinate design and completion of research and evaluation of student learning and success out­comes, student equity measures and other research issues.
3. Lead, manage, coordinate and contribute to district-wide institutional effectiveness efforts in planning, program review, accreditation, outcomes assessment and financial stewardship with the overall intent of meeting district goals and campus-wide needs and achieving the healthy functioning of governance, management and other systems.
4. Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
5. Analyze and make sound recommendations on complex institutional, instructional and administrative issues.
6. Work collaboratively with other deans, faculty, directors, managers and staff and provide expert advice and counsel to develop solutions to complex issues.
7. Organize, set priorities and exercise expert, independent judgment within areas of responsi­bility.
8. Develop and implement appropriate procedures and controls.
9. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
10. Make oral presentations on proposals and recommendations clearly, logically and persua­sively in a variety of settings.
11. Communicate effectively, both orally and in writing.
12. Understand, interpret, explain and apply applicable laws, codes and ordinances.
13. Represent the district effectively in dealings with internal and external stakeholders, accreditation commission representatives, repre­sentatives of other academic institutions, business and community leaders and the public.
14. Operate a computer and standard business software.
15. Use tact and diplomacy in dealing with sensitive and complex issues, situations and concerned people.
16. Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.
17. Establish and maintain effective working relationships with all those encountered in the course of work.

### EDUCATION AND EXPERIENCE:

Graduation from an accredited college or university with a master’s degree in a field of study relevant to the assignment, and at least one year of formal training, internship or leadership experience relevant to the assignment. Demonstrated sensitivity to and under­standing of the cultural, development, socioeconomic, ethnic, disability and academic diversity of community college students, faculty and staff is required.

Desirable qualifications include:

* Demonstrated experience with educational research.
* Significant experience with institutional effectiveness and planning.
* Significant experience with accreditation processes and issues.
* Experience with sourcing, procuring and administering federal- and state-funded grants.

**LICENSES AND OTHER REQUIREMENTS:**

A valid California driver’s license and the ability to maintain insurability under the district’s vehicle insurance program.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Department chairs, faculty, classified administrators and staff.

**CONTACTS:**

Students, representatives of the accreditation commissions and other educational institutions, community and business leaders and the public.

**PHYSICAL EFFORT:**

*The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Primarily sedentary with intermittent standing, walking, bending and stooping; occasional light lifting and carrying of objects weighing up to 25 pounds; ability to work at a computer, including repetitive use of a computer keyboard, mouse and other control devices; ability to travel to a variety of locations on and off campus as needed to conduct district business.

**EMOTIONAL EFFORT:**

Ability to develop and maintain effective working relationships involving interactions and com­munications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to concentrate on detailed tasks for extended periods and/or intermittently while attending to other responsibilities; ability to work effectively under pressure on multiple tasks concurrently while meeting established deadlines and changing priorities.

**WORKING CONDITIONS:**

Primarily an office environment; subject to frequent public contact and inter­ruption; inter­mittent exposure to individuals acting in a disagreeable fashion; may work at any district location or authorized facility with occasional evenings and/or week­ends on an as-needed basis. Occa­sional local travel may be requested.