

MIRACOSTA COLLEGE

CLASS TITLE: DEAN OF INSTITUTIONAL PLANNING, RESEARCH & GRANTS

BASIC FUNCTION:

Under the general direction of the superintendent/president and serves as the college administrator responsible for planning, developing, directing, evaluating, and conducting institutional research. Oversees and implements planning and research activities to positively impact student outcomes; oversees and coordinates implementation of the college strategic plan and provides leadership in other major planning efforts. Provides direction and oversight to individuals seeking funding from external governmental sources. Responsible for the conceptualization, design, execution, and coordination of research to support the planning and evaluation of all programs and services through the continuing assessment of student needs and analysis of student outcomes. Responsible for providing information and direction which will assist the college in understanding and improving student outcomes and success. Responsible for evaluating key performance indicators for college-wide quality improvement.

REPRESENTATIVE DUTIES:

1. Oversee the ongoing development and implementation of the College strategic plan by ensuring the development of meaningful objectives and consistently reporting the outcomes. **[E]**
2. Provide leadership in the development of policies and procedures for planning and research in conjunction with District and College goals and missions. **[E]**
3. Coordinate continuing institutional self-study, scheduling and logistics in preparation for accreditation review. Manage response efforts as required by the accreditation commission. Compile and submit accreditation update reports. **[E]**
4. Provide leadership in the development and updating of the comprehensive master plan. **[E]**
5. Direct and participate in the preparation and maintenance of a variety of narrative and statistical records, reports and files related to research, projects, institutional assessment, planning, decision-making, quality improvement, policies, procedures, personnel and assigned activities. **[E]**
6. Plans, develops, and administers budgets for areas of responsibility. **[E]**
7. Coordinate a systematic and integrated institutional planning process that is aligned with accreditation and other planning related requirements. **[E]**
8. Compile, analyze, and maintain statistical and other data for reports related to institutional effectiveness including: enrollment, demographics, productivity, student success, student equity, retention, persistence and transfer rates, and provide reports

- as assigned; coordinate timely responses to surveys and reports required by external agencies and other ongoing efforts of the college to measure its effectiveness. **[E]**
9. Provide project consultation and technical assistance to staff and departments requiring research assistance; coordinate the research efforts of departments involved in projects with common goals. **[E]**
 10. Oversee the process for the procurement of governmental grants. Manage personnel responsible for all grant-related research activities. **[E]**
 11. Participate in and provide leadership with the Student Learning Outcomes and Assessment activities by providing research and assessment support and serving on the Steering Committee. **[E]**
 12. Coordinate and direct communications, information, data, resources and personnel to assure smooth and efficient completion of projects and activities; directing the development and implementation of research studies in support of planning, evaluation, budgeting and policy formation; and assuring proper and timely resolution of related issues, conflicts and discrepancies.
 13. Provide leadership in the design, implementation, and analysis of student satisfaction surveys, campus climate and community surveys.
 14. Work with district Information Technology Services Department and district research advisory committee.
 15. Arrange and facilitate regular staff meetings.
 16. Hold membership and participates in appropriate professional organizations.
 17. Attend and is prepared for all meetings of Board of Trustees.
 18. Serve on state, district committees and councils as designated by the superintendent/president.
 19. Works as duty administrator on a regularly scheduled basis.
 20. Performs other duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Organization, policies and objectives of projects, surveys, and studies used in assessing institutional effectiveness

Strategic and institutional planning and decision making, and evaluating key performance indicators.

Contemporary research and planning software.

Planning, organization and direction of institutional assessment, research and planning.
Advanced principles, practices, procedures, theories, models, and techniques involved in the research, collection, analysis, interpretation, and reporting of statistical data.
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.
State and federal guidelines for the management and evaluation of grant funded projects.
Survey, study, and statistical analysis instruments, techniques, and methodology.
Principles and practices of supervision and training.
Interpersonal skills using tact, patience and courtesy.
District organization, operations, policies and objectives.
Modern office practices, procedures and equipment.
Computer applications.
State Education Code and other applicable laws.
Oral and written communication skills including correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

Learn to interpret, apply and explain rules, regulations, policies and procedures and apply them in a variety of procedural situations.
Train, supervise or provide work direction and assess employees.
Meet schedules and deadlines.
Work confidentially with discretion.
Work independently with little direction.
Analyze situations accurately and adopt an effective course of action.
Establish and maintain cooperative and effective working relationships with others.
Plan and organize work.
Develop and control budget.
Learn District and state regulations, policies and procedures.
Understand and follow oral and written directions.
Communicate effectively both orally and in writing.
Operate a variety of office equipment including a computer terminal.
Maintain records.
Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.

EDUCATION AND EXPERIENCE:

Possession of a master's degree from an accredited college or university (a postsecondary institution accredited by an accreditation agency recognized by either the U.S. Department of Education or the Council on Postsecondary Accreditation); and one year of formal training, internship, or leadership experience reasonably related to the dean's administrative assignment; and demonstrated sensitivity to and understanding of the cultural, developmental, socioeconomic, ethnic, disability, and academic diversity of community college students, faculty, and staff.

LICENSES AND OTHER REQUIREMENTS:

Not applicable.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Director of Institutional Research and Secretary II

CONTACTS:

Faculty, staff and administrators, other external agency officials

PHYSICAL EFFORT:

Primarily sedentary with intermittent standing and walking, and intermittent bending or stooping; occasional light lifting and carrying of objects weighing 25 pounds or less; ability to work at computer, including repetitive use of computer keyboard, mouse or 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 of individuals from diverse backgrounds on a regular, on-going basis; ability to concentrate on detailed tasks for extended periods of time 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 works in a business office environment. Subject to frequent interruptions by individuals in person or by telephone; intermittent exposure to individuals acting in a disagreeable fashion. May work at any district location or authorized facility during day and/or evening hours, including occasional weekend and/or holiday hours as needed. Occasional local travel may be requested.