

RIO HONDO COMMUNITY COLLEGE DISTRICT

DEAN, INSTITUTIONAL RESEARCH AND PLANNING

DEFINITION

Under the direction of the Superintendent /President, plan, design, organize, control and direct operations and activities in the research, review, analysis, interpretation and reporting of various data and information used in assessing institutional effectiveness. Coordinate institutional master planning efforts and program review. Responsible for development and dissemination of analytical data related to academic, student and administrative programs, data supportive of educational master planning, student learning outcomes, enrollment trends, and required internal and state/federal external reports. Provide assistance and counsel in the analysis and interpretation of academic, student and administrative data in support of data-driven decision-making. Serve the College as the Accreditation Liaison Officer, providing leadership for the institutions Self-Evaluation Report, Mid-term Report, Annual Report, and other special reports.

SUPERVISION EXERCISED

Exercise direct supervision over professional, technical, and administrative support staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- a. Plan, organize, control and direct operations and activities involved in the research, review, analysis, interpretation and reporting of variety data and information used in assessing institutional effectiveness. E
- b. Coordinate, develop and maintain planning materials, goals and objectives; research, interpret, analyze and explain student data and information to assist administrators developing and monitoring college plans; develop and monitor an enrollment management plan. E
- c. Update the educational master plan documents and fact book as needed. E
- d. Monitor and keep administrators current concerning demographics and community information and adequacy and effectiveness of college service; develop, maintain and ensure the integrity of students, staff and program databases for use in reports, planning and decision-making; ensure mandated data and reports are completed and submitted according to established time lines and requirements. E

- e. Develop, maintain and use institutional database to support decision making, budgeting, assessments and evaluations, program review, student learning outcomes, enrollment management and planning. E
- f. Analyze and review departmental budgetary and financial data; control and authorize expenditures in accordance with established limitations. E
- g. 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. E
- h. Maintain current knowledge of laws, codes, ordinance, regulations and pending legislation related to institutional assessment, research, and planning; modify projects, studies, functions and procedures to ensure compliance with local, state and federal requirements as appropriate. E
- i. Use spreadsheets and other software to set up files for monitoring, format, and retrieve data related to statistical enrollments, demographics and other reports. E
- j. Provide direction and support for electronic communications such as the college home page and videos. E
- k. Gather and analyze regional and institutional demographics and psychographics and design various research strategies to meet enrollment and institutional goals. E
- l. Assist in the development of annual FTES projections for new, continuing, and returning students; provide updates periodically. E
- m. Provide consultation to administrators, personnel, committees and others concerning institutional research and enrollment planning; 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. E
- n. Attend, conduct and participate in various meetings and committees; prepare and deliver oral presentations. E
- o. Develop, implement, plan, and document procedures for qualitative and quantitative data collection, analysis, and interpretation. E

- p. Identify primary institutional, local, state, federal and national demographics, economic trends, and other data to be used in research projects, reports, presentations, educational planning, and development. E
- q. Provide formative and summative feedback on institutional functioning and outcomes; synthesize information and report findings. E
- r. Document, write, and present research findings on such topics as student retention, cohort tracking, student and institutional learning outcomes, placement and outcomes assessment, matriculation, program review, and enrollment (Weekly Student Contact Hours (WSCH), Daily Student Contact Hours (DSCH), Positive Attendance Hours, Weekly Census (WS), Daily Census (DH), Actual Hours (AH), and Unit Attendance (UA) data). E
- s. Promote equal opportunity and student and gender equity to effectively serve the District's diverse community. E
- t. Serve on local civic and/or community organizations as a college representative; serve as a liaison with professional organizations. E
- u. Develop, apply, and evaluate effective approaches to implement the policies of the Rio Hondo Community College District relating to program and workforce diversity in order to fulfill the core academic mission of the District and serve its diverse community. E
- v. Provide effective leadership and direction to recruitment and retention efforts to further workforce diversity policies of the District. E
- w. Develop, implement, and update a personal professional development plan. E

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

KNOWLEDGE OF:

- Planning, organization and direction of institutional assessment, research and planning.
- Organization, policies and objectives projects, surveys and studies used in assessing institutional effectiveness, assisting with College enrollment planning and decision-making
- Advance principles, practices, procedures, theories, models and techniques involved in the research, collection, analysis, interpretation and reporting of statistical data.
- Data collection information system and statistical software.

- Instructional techniques designed to accommodate diverse learning styles and promote welcoming classroom environments for students from culturally diverse groups.
- 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.
- Survey, study and statistical analysis instruments, techniques and methodology.
- Administration principles and concepts.
- California Community College System and functioning on State, local, and institutional level.
- District accounting practices.
- Enrollment Management.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Pertinent Federal, State, and local laws, codes, and regulations, including appropriate sections of the California Education Code.
- Safe driving principles and practices.

SKILL TO:

- Operate modern office equipment including computer equipment and software.
- Operate a motor vehicle safely.

ABILITY TO:

- Provide administrative and professional support to the Presidents office.
- Be sensitive to and understand the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
- Select, supervise, motivate, counsel, train, and evaluate staff.
- Identify and respond to staff issues, concerns, and needs.
- Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to the Districts programs and functions.
- Prepare comprehensive narrative and statistical reports.
- Communicate effectively both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Work independently with little direction.

MINIMUM QUALIFICATIONS:

EXPERIENCE:

- Three year of administrative experience related to research and planning.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.

TRAINING:

- Master's degree in research-related field (such as statistics, mathematics, business, economics, social science or education).
- Three or more years of increasingly responsible experience involving statistical research, review, analysis, interpretation and reporting including work with institutional assessments, research and planning functions.

LICENSE OR CERTIFICATE:

- Possession of, or ability to obtain, an appropriate, valid driver's license.

SPECIAL REQUIREMENTS:

Essential duties require the following physical skills and work environment:

- Ability to work in a standard office environment including ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 20 lbs.; ability to travel to different sites and locations.

Range: 57

Effective Date: May 11, 2005 (Executive Director, Planning & Development); February 16, 2006; July 18, 2018 (revised)

The Americans with Disabilities Act (ADA) requires us to identify the essential (E) duties/functions of the position. We have indicated those duties with an E on the job description.