



## **COMPTON COMMUNITY COLLEGE DISTRICT**

### **DEAN OF INSTITUTIONAL EFFECTIVENESS**

**FLSA: EXEMPT**

#### **POSITION DESCRIPTION:**

Under the direction of the President/CEO, develop, direct, evaluate, and implement comprehensive institutional research, planning and evaluation programs to assist the college in improving its effectiveness as a learning-centered institution. Coordinate the District's annual and strategic planning efforts. Design and execute research projects and planning initiatives that inform decision-making and resource allocation at the District and program level. Serve as the accreditation liaison for the Compton College and coordinate continuing institutional self-study scheduling and logistics in preparation for reaccreditation review, and manage response efforts. Coordinate research assistance to instructional and non-instructional departments to aid in the institution's program review process, accreditation, planning, learning outcomes, grant development, and overall improvement.

#### **EXAMPLE OF DUTIES:**

- Provide direction and support in the development, prioritization, and implementation of research projects to support planning and decision-making at the college.
- Integrate diversity, equity, inclusion, and accessibility into a campus-wide research agenda.
- Develop, coordinate, and maintain an annual calendar of institutional research and planning activities; facilitate the annual planning process as it integrates with program review.
- Design, maintain, manipulate and query specialized databases and information systems for research, planning, and institutional accountability.
- Maintain current knowledge of the regional accreditation principles, policies, guidelines, and other expectations.
- Oversee the Compton College Institutional Review Board Process.
- Provide consultation to the President/CEO's leadership team regarding the regional accreditation requirements and work to familiarize faculty, staff, and the College community with those requirements, standards, policies and procedures; recommend development and modification of College policies and procedures as they pertain to the regional principles of accreditation, policies and guidelines.
- Lead the College's comprehensive accreditation efforts and assist in the preparation for off-site and on-site accreditation visits; facilitate and serve on the College's Accreditation Steering Committee; coordinate periodic accreditation reports, and any other reports or correspondence required by the Accrediting Commission; oversee use of web-based systems and appropriate software to manage accreditation reports and supporting documentation.
- Oversee the development of data warehouse, databases, dashboards and analytic tools to support data disaggregation and inquiry.
- Write professional reports and correspondence.
- Communicate with a wide range of contacts within and outside the District with tact, professionalism, and courtesy, and in a manner that reflects positively on the Department and the District.

- Assist college staff in the preparation of questionnaires and survey instruments; identify primary institutional, local, State and national demographics, economic trends and other data to be used in research projects, reports, non-instructional, and development.
- Perform statistical and analytical institutional research.
- Provide technical and analytical support to administrators, faculty, staff, and committees in research and planning-related activities, such as in the areas of research design, grant development, outcomes assessment, program evaluation, and prerequisite validation.
- Collect and interpret statistical data regarding enrollment, demographics, student achievement, and other related measures including data/research to support College accreditation and effectiveness.
- Gather and analyze information about the District and its external environment for strategic planning and program development.
- Establish and maintain effective working relationships with faculty, staff, students, and the public. Make presentations to various groups within the District, community, and State, as necessary.
- Develop or select, validate, and administer surveys to regularly gather information from students and internal or external stakeholders.
- Evaluate and respond to requests originating inside and outside the institution.
- Compile, complete and submit local, state and federal reports as required.
- Develop and administer program budget; and train, supervise, and evaluate the performance of assigned staff.
- Collaborate with individuals in a multi-cultural, diverse student, staff, and community population to fulfill job duties.
- Performs other necessary related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **Knowledge of:**

- Research theory and methodology.
- Advanced applied statistics; report writing; survey design. Personal and client server computer systems.
- State and Federal accountability reporting requirements.
- Accreditation requirements for California community college Districts
- Comprehensive knowledge of community college administration;
- Knowledge of California and Federal laws and regulations related to education in general, specifically community colleges.
- Strong communication, problem solving, interpersonal, and mediation skills;
- District organization, operations, policies and objectives.
- Development, implementation and monitoring of budgets; resource development. Oral and written communication skills.
- Effective collaboration, communication and consensus-building techniques. Principles and practices of management and supervision.
- Interpersonal skills using tact, patience and courtesy. Operation of a computer and assigned software.
- Record-keeping and budgeting techniques.

**Ability to:**

- Plan, organize, and conduct analytical studies. Facilitate groups and build consensus.
- Read, analyze and interpret complex data and documents.
- Ability to remain current with educational trends, issues and challenges for community colleges.
- Approach problems objectively and present findings, conclusions, and recommendations clearly. Exercise good judgment, diplomacy, and patience.
- Operate a variety of research and analysis-related computer application programs. Meet schedules and timeframes.
- Apply research theory logically, creatively, and reasonably that will translate into achievable designs in the educational setting.
- Plan and work effectively and cooperatively with peers, faculty, administrators, staff, students and community members from multi-cultural, diverse backgrounds.
- Organize multiple projects and carry out required project details.
- Evaluate department programs and functions and make recommendations for continuous quality improvement.
- Organize and chair meetings, lead workshops, facilitate group discussions and involve staff in idea generation, goal setting and decision-making.
- Communicate well in writing and orally; develop written reports and deliver oral presentations.

**REQUIRED QUALIFICATIONS**

- Master's degree from an accredited college or university in social science, higher education, social or educational research, psychology, or a related field.
- One year of formal training, internship, or leadership experience reasonably related to the administrative assignment
- Evidence of responsiveness to and understanding of the racial, socioeconomic, academic, and cultural diversity within student populations, including students with disabilities, as these factors relate to the need for equity-minded practices.
- Experience and expertise with the accreditation process.
- Demonstrated leadership abilities evidenced by increasing levels of responsibility in higher education with community college experience preferred.

**WORKING CONDITIONS:**

**Work Environment**

Duties are performed primarily in an office environment while sitting at a desk or computer workstation. Incumbents are subject to extensive contact with students, faculty, and staff with frequent interruptions, noise, and demanding timelines. Frequently involves working non-standard, evening, and weekend hours.

**Physical Demands**

Incumbents regularly sit or stand for long periods, travel short distances on campus on a regular basis, travel to various locations to attend meetings and conduct work, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voices over telephone and in person; and lift, carry, and/or move objects weighing up to 25 pounds.