

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: EXECUTIVE DEAN OF INSTITUTIONAL EFFECTIVENESS

BASIC FUNCTION:

Under the direction of an area administrator, provide leadership in the planning, organization, direction and administration of the district's strategic plan and educational master plan, accreditation and institutional effectiveness, data collection and reporting, grant writing and reporting, and enrollment management and program development; train, supervise and evaluate assigned staff.

REPRESENTATIVE DUTIES

Provide leadership in the development, implementation and administration of the district's strategic plan and educational master plan; serve as a resource with shared governance committees to develop, implement and administer integration of program review, facilities planning, technology planning, strategic planning, resource allocation and institutional outcomes; maintain annual calendar of planning activities. *E*

Assist in development, implementation, evaluation and ongoing updating of the educational master plan; coordinate enrollment management activities developing long range projection of FTES enrollments by class, multi-year class schedules and costing analysis. *E*

Coordinate, develop and implement strategies to assess and improve the quality and effectiveness of all areas of the college, within the vision, mission, goals and objectives of the district and in cooperation with shared governance. *E*

Coordinate the development of student learning outcomes with faculty for each course offered and establish evaluative tools for tracking student learning outcomes; develop outcome models; prepare reports to document college progress toward district, state and federal accountability standards. *E*

Make recommendations regarding district goals and priorities in the areas of educational analysis, reporting, and planning. *E*

Supervise the institutional research department; provide oversight for the collection, maintenance and distribution of all college data and information; provide oversight and support for the on-going development of data collection systems to review instructional and non-instructional programs and assess educational and institutional effectiveness. *E*

Assure compliance with college, state and federal performance accountability programs; provide analysis and coordinate activities to improve performance indicators. *E*

Executive Dean, Institutional Effectiveness- Continued

Coordinate the development, administration, analysis and dissemination of results of all college surveys; assure results affect institutional improvement; serve as a resource regarding research/evaluation/survey design; maintain research document library; develop annual research agenda and activities calendar. *E*

Remain current with statewide actions, new developments and technology regarding accreditation and grants, and information, activities calendar. *E*

Coordinate all grant activities; coordinate the collection and distribution of data required for grant applications; review applications for completeness, compliance with mission and vision, fiscal integrity, and alignment with strategic plans; analyze financial impact of each grant on college operations. *E*

Conduct workshops to train faculty and staff in how to find and apply for grants; develop annual calendar of grant reporting requirements; maintain reporting timelines and coordinate with participants to achieve full compliance with grant terms and conditions; and fulfillment of grant related duties. *E*

Serve as district accreditation liaison officer, provide oversight and coordinate activities related to the accreditation process including development of self-study documents, evidence files, progress reports, site team visit preparation and other related activities. *E*

In collaboration with administration and faculty, coordinate feasibility studies of new programs and proposals including program design, costs, potential partnerships, target student markets, timeline, location, student learning objectives and other needed data; coordinate marketing strategies to effectively achieve the enrollment goals of the college. *E*

Serve on formal and informal committees or task forces related to assigned areas. *E*

Prepare and monitor budget allocations for assigned areas. *E*

Prepare and maintain documentation regarding policies and procedures for all areas of responsibility; make presentations to various groups within the District, community, and state as necessary. *E*

Coordinate special projects and initiatives as assigned. *E*

Supervise, train and evaluate assigned staff; ensure staff evaluations are completed in a timely manner. *E*

Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES:

Executive Dean, Institutional Effectiveness- Continued

KNOWLEDGE OF:

Higher education in community colleges, including the mission of the California Community Colleges.

Research and design, including standard statistical procedures as they apply to educational and social research.

Web based reporting and surveying techniques.

Development and evaluation of student learning outcomes.

Participatory governance philosophy and practices in higher education.

Principles and practices of leadership, supervision and management that promote teamwork.

Computer use and software applications that support the work needs of the position.

Oral and written skills as well as electronic tools to make presentations and communicate information to a wide audience.

Applicable State Education Code sections, state and federal laws, regulations and policies related to assigned areas of responsibility.

District organization, operations, policies and objectives.

Budget preparation and control.

Research methods and report writing techniques.

Interpersonal skills and qualities, including creativity, energy, courtesy, sensitivity, honesty, integrity, fairness, flexibility, and a sense of humor.

ABILITY TO:

Work with various constituency groups to build consensus in establishing planning criteria and work toward common institutional goals.

Develop, implement and evaluate the planning processes.

Coordinate grant activities including grant writing, management oversight and reporting.

Provide strategic planning and overall supervision of accreditation activities.

Supervise, motivate and direct the work of reporting staff to accomplish activities.

Multi-task at varying levels of detail and organize multiple projects to ensure timely completion.

Categorize and maintain records.

Compile, prepare and deliver written reports and oral presentations.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and timelines.

Establish and maintain effective working relationships with students, faculty and staff of multi-cultural backgrounds and promote access and equity.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Communicate effectively both orally and in writing, using tact, patience and courtesy.

Supervise and evaluate assigned staff.

EDUCATION AND EXPERIENCE:

Executive Dean, Institutional Effectiveness- Continued

A master's degree (earned doctorate is desirable) from an accredited institution with an emphasis on educational research and evaluation, AND three (3) years increasingly responsible experience in research, integrated planning, and enrollment management, program development, accreditation, institutional effectiveness and /or grants administration.

WORKING CONDITIONS:

Office environment. Position requires hearing and speaking to communicate, exchange information and deliver presentations.