



## EXECUTIVE DEAN

### **DEFINITION**

Under administrative direction, plans, organizes, oversees, coordinates, and manages the staff and operations of the Office of Institutional Effectiveness and Research; areas of responsibility include the research, analysis and reporting of data and statistics used to assess institutional effectiveness, strategic and institutional planning, and decision-making; coordinates assigned activities with other District departments, officials, and outside agencies; plans, organizes, and directs student learning outcomes and general education outcome assessment matters; provides highly responsible and complex professional assistance to the Superintendent/President in areas of expertise; and performs related duties, as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Superintendent/President. Exercises direct supervision over professional, technical, and administrative support staff.

### **CLASS CHARACTERISTICS**

This is a management classification responsible for planning, organizing, coordinating, and directing staff, operations, and programs of a major service area supporting the District's business, administration, instructional and student support operations. Positions at this level assume responsibility for administrative, long- and short-term planning, and budgeting responsibilities; in addition they recommend and implement the programs, projects, goals, and policies and procedures of the functional area(s) to which they are assigned, ensuring alignment with the attraction, retention and academic success of students. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Plans, manages, and oversees the daily functions, operations, and activities of the Office of Institutional Effectiveness and Research, including research, review, analysis, interpretation, and reporting of a data and statistics used in assessing institutional effectiveness, strategic and institutional planning, and for decision-making purposes.
- Participates in the development and implementation of goals, objectives, policies, and priorities related to educational analysis, reporting, and planning.
- Participates in the development, administration, and oversight of the Office's budget; determines funding needed for staffing, equipment, materials and supplies; ensures compliance with budgeted funding.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; identifies opportunities and makes recommendations for improvement.
- Contributes to the overall quality of the District's services by developing, reviewing and implementing policies and procedures to meet regulatory requirements and educational standards.

- Provides leadership in the development, implementation and administration of the District's strategic plan and Educational Master Plan which supports the District's mission, vision, and goals; serves as a resource with shared governance committees to develop, implement and administer the integration of program review, and facilities, technology and strategic planning, resource allocation, as well as institutional outcomes; maintains the annual calendar of planning activities.
- Assists in the development, implementation, evaluation and updating of the Educational Master Plan; coordinates enrollment management activities; develops long range projections of Full-Time Equivalent Students (FTES) enrollments by class, multi-year class schedules, and costing analyses.
- Develops and implements strategies for evaluating Key Performance Indicators (KPI's) of institution-wide quality improvement; ensures compliance with District, state and federal performance accountability programs; provides analyses and coordinates activities to improve KPI's.
- In collaboration with administration and faculty, coordinates feasibility studies of new programs and proposals including program design, costs, potential partnerships, target student markets, timeline, locations, student learning objectives and other criteria; coordinates marketing objectives to achieve the District's enrollment goals.
- Coordinates and directs the development and implementation of research studies, surveys, and data analysis in support of planning, evaluation, budgeting, and policy development.
- Represents the Office, provides consultation and technical expertise to other District divisions, departments, deans, and outside agencies; explains and interprets programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Advises, provides guidance, and prepares and delivers presentations on issues pertaining to institutional effectiveness.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of research and institutional effectiveness, strategic planning, and related services.
- Directs the maintenance of working and official departmental files.
- Monitors changes in laws, regulations, and technology that may affect District or Office operations; implements policy and procedural changes as required.
- Works productively and cooperatively with others by demonstrating respect, patience and equitable treatment of all internal and external customers.
- Ensures staff observe and comply with all District and mandated safety rules, regulations and protocols.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Higher education in community colleges, including the mission of the California Community Colleges.
- Principles, practices, theories, and methods of conducting institutional research analyses and reporting.
- Methods and techniques of developing and assessing Key Performance Indicators (KPI's) to meet District educational goals and objectives.
- Data collection information systems and statistical software.
- Survey and statistical analysis instruments, techniques, and methodology.
- Participatory governance philosophy and practices in higher education.
- Applicable Federal, State, and local regulatory codes, ordinances, and procedures relevant to assigned programs, projects, and operations.

- District organization and operations.
- Principles and practices of budget administration.
- Techniques for effectively representing the District in contact with government agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Methods and techniques for the development of presentations, administrative and technical reports, and business correspondence.
- Techniques of providing a high level of customer service by effectively interacting with students, staff, faculty, representatives of outside organizations, and members of the public, including individuals of diverse academic, socio-economic, ethnic, religious and cultural backgrounds, physical ability, and sexual orientation.
- District and mandated safety rules, regulations and protocols.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

**Ability to:**

- Plan, organize, oversee and manage the staff and operations of the Office of Institutional Effectiveness and Research.
- Recommend and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for the office.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Understand, interpret, and apply all pertinent codes, regulations, policies and procedures, and standards relevant to work performed.
- Evaluate and develop improvements in institutional effectiveness, strategic planning, operations, policies, and procedures.
- Develop and monitor budgets and effectively utilize resources.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Analyze, interpret, summarize, and present technical information and data in an effective manner.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively administer a variety of research and institutional effectiveness programs, projects, and administrative activities.
- Effectively represent the Office and the District in meetings with various educational, business, professional, regulatory, and legislative organizations.
- Direct the establishment and maintenance of a variety of filing, record-keeping, and tracking systems.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Demonstrate sensitivity to, and understanding of, the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds of community college students.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Education:

- Equivalent to a master's degree from an accredited college or university with major coursework in educational research, statistics, or a related field.

Experience

- Five (5) years of increasingly responsible management and/or administrative experience in institutional research, assessment, and planning.

**Licenses and Certifications:**

- None.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.