

College of the Redwoods

Position Description

Position: Director of Institutional Research, Information Systems and Institutional Effectiveness	Position Number:
Department:	FLSA: Exempt
Reports to: President/Superintendent	Salary Grade: 128

Summary

Under the direction of the President, the Director, is responsible for the planning, development and management of District-wide research, analysis and reporting activities. The Director is responsible for disseminating analytical data related to academic, student, and administrative programs; providing technical and analytical support for institutional assessment, planning and decision-making activities; and, designing, maintaining, and manipulating databases and information systems for research, planning, and institutional accountability. The position supports and coordinates the development and maintenance of an institutional strategic planning and program review process to meet compliance with state, federal, district and college requirements and insures accuracy of accrediting commission, state and federal reports on student outcomes to insure continued and enhanced funding.

Essential Duties and Responsibilities

- Provides leadership in planning and institutional research protocol for the college.
- Works collaboratively across the college in fostering a campus culture for data-driven decision making that supports student success and guides strategic planning.
- Provide leadership, direction, and coordinates all operational activities that promote institutional effectiveness throughout the District.
- Oversee the coordination and the direction of the department of Institutional Research.
- Directs the collection and assessment of data in collaboration with a wide range of academic and non-academic units and turning that data into useful information and knowledge.
- Monitor development, implementation, planning and evaluation of all institutional plans, including the College's Education Master Plan, SSSP, SEP and Basic Skills planning and activities.
- Coordinate the development of Annual goals and the College's Program Review process.
- Establish and maintains a master planning calendar for the College.
- Supervises the coordination and implementation of projects, surveys, and studies in support of institutional assessment in planning, research, and program reviews.

- Responsible for leading college academic assessment activities at all levels (section, course, and program).
- Direct the college review and assessment of student learning outcomes for courses, programs, certificates, degrees, and student learning service areas.
- Work with appropriate constituencies to develop college-wide student learning outcome policies and procedures.
- Recommend changes to college processes to ensure that student learning outcomes are linked to resource allocation and educational improvement.
- Direct or perform studies for College, District, state and federal accountability measures; assure accuracy and integrity of all College data; submit reports as required.
- Utilizes the results of learning outcome assessments to improve instructional and instructional support programs, teaching and student learning.
- Performs other duties as assigned.

Qualifications

Knowledge

- Knowledge of institutional research methods and practices, measurement and qualitative methods. Working knowledge of research theory, basic statistics and survey design.
- Working knowledge of student information, collection methods, research design, sampling, data analysis and report preparation.
- Knowledge of and experience in database design and related software applications as related to research interpretation and analysis.
- Working knowledge of student outcomes assessment and measures of institutional effectiveness.
- Working knowledge of best-practices and continuous quality improvement.
- Working knowledge of institutional research initiatives and partnerships
- Requires well-developed language and writing skills to prepare professional and influential proposals and reports such as IPEDS.

Abilities

Requires the ability to carry out the essential functions of the position. Requires the ability to apply, interpret, and draw conclusions using advanced statistical concepts. Requires the ability to direct and facilitate the development, implementation, and evaluation of institutional assessment programs. Requires the ability to extract data from information systems using various report writing and query tools. Requires the ability design and apply algorithms, simulations and business models to solve multi-variable problems. Requires the ability to understand, interpret, and apply District and State laws, regulations, policies, and guidelines governing community college operations. Requires the ability to prepare complex, reports, multi-media presentations, and empirical findings, forecasts, and recommendations to audiences with diverse backgrounds. Requires the ability to work productively with others and make formal presentations.

Physical Abilities

The position requires the ability to function indoors in an office environment engaged in work of primarily a sedentary nature, and to perform the following, with or without reasonable accommodation. Requires ambulatory ability to sit at a desk for extended periods of time to accomplish work and to retrieve work materials. Requires manual and finger dexterity to use a personal computer keyboard and pointing device and other common office equipment. Requires near visual acuity to write and read printed materials and computer screens.

Education and Experience

Bachelors Degree from an accredited Institution and three to five years of increasingly responsible professional experience in supervision of staff, organizational or educational research, organizational communication or a combination of these. Knowledge of institutional research methods and practices, measurement and qualitative methods. Working knowledge of research theory, basic statistics and survey design. Working knowledge of student information, collection methods, research design, sampling, data analysis and report preparation.

Licenses and Certificates

Valid drivers license.

Working Conditions

Work is performed indoors where minimal safety considerations exist.