

**JOB DESCRIPTION**

**POSITION: DIRECTOR OF RESEARCH, DEVELOPMENT, AND PLANNING**

**BASIC FUNCTION**

Reporting to the President, the Director of Research, Development, and Planning is responsible for providing leadership and vision, as a member of the President's Cabinet, for all activities related to institutional planning within the District. The position will coordinate and supervise the systematic integration of planning, research, staff development, accreditation, grants management and development.

**REPRESENTATIVE DUTIES**

- In consultation with the President, promotes and coordinates District planning activities; Ensures that strategic planning is integrated with College budgeting and assessment cycles; Plans, implements and evaluates short and long range strategies, goals and objectives for College strategic planning.
- In consultation with the Cabinet and other constituent groups, provides leadership for and implements an aggressive research and assessment agenda for the District; Develops, coordinates, and maintains an annual planning calendar for on-going and ad-hoc institutional research and assessment.
- Oversees and directs the institutional effectiveness function, and in collaboration with the President and Vice President of Academic Affairs, establishes priorities for shared governance projects, monitors progress and reviews end products to ensure that reports and information are delivered in a timely manner.
- Directs environmental scanning efforts to support the planning process and works to establish and maintain an effective linkage between College planning and institutional assessment cycles related to organizational development.
- Provides assistance and counsel in the analysis and interpretation of academic, services, and administrative data and takes a leadership role in promoting the use of information in College decision-making.
- Coordinates the planning of resource development throughout the District in conjunction with the Cabinet and in support of strategic planning goals; Consults with College departments, faculty and staff relative to resource development needs, opportunities and obligations; Disseminates information about special funding opportunities and procuring resources for District-wide educational programs and services.
- Supports and works collaboratively with the District's staff development personnel and assists in training activities; Develops, provides or secures workshops and other training resources in support of College personnel development activities.

- Designs, plans, and conducts studies to meet the information needs of the District and to assess its effectiveness including assessment validation, matriculation and accountability reports.
- Coordinates data collection and analysis in support of the District's program planning and review process.
- Conducts demographic studies and develops population and enrollment projections based on local, regional and state data.
- Provides technical assistance and leadership for faculty, administrators, and staff engaged in institutional or classroom research projects.
- Serves as the College's Accreditation Liaison Officer and Student Learning Outcomes Manager in support of monitoring and conducting Western Association of Colleges and Schools (WASC) accreditation activities; Coordinates compliance with WASC deadlines and requirements.
- Performs other work related duties as assigned.

## **EDUCATION AND EXPERIENCE**

- Possession of a Master's degree from an accredited college or university. Doctorate preferred.
- One year of formal training, internship or leadership experience reasonably related to the administrative assignment.
- Extensive experience in public contact with individuals, small and large groups; Demonstrated sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff, and the public; Complex data comparison, analysis and synthesis; Attention to detail; Persuasive communication; Negotiations; Multi-tasking; Flexibility; Adaptability; Tact and patience.

## **DESIRABLE ATTRIBUTES AND SKILLS**

- Previous experience in higher education leadership that has included strategic planning and research leadership, coordination of planning and research functions, and demonstrable experience working in a shared decision-making environment.
- Experience writing and managing institutional grants.
- Knowledge of WASC requirements and experience conducting self-studies and managing visitation activities.
- Familiarity and experience with staff development and training.

- Demonstrated knowledge and understanding of student learning, particularly as it relates to learning outcomes.
- Demonstrated skill in practical use of computer and instructional technology.
- Demonstrated skill in oral and written communications, including reporting and proposal development.
- Demonstrated ability to work effectively as part of a management team.

## **WORKING ENVIRONMENT**

### **Environment:**

Office environment, subject to interruptions.

### **Physical Abilities:**

Aptitude for long periods of concentrated computer monitor work; Dexterity of hands and fingers to operate a computer terminal; hearing and speaking to exchange information and make presentations; sitting for extended periods of time.

## **CONDITIONS OF EMPLOYMENT:**

A full-time, 12-month, certificated management position which reports to the District President. Indexed to placement on the Administrative and Management Salary Schedule at a Director II level. This position is subject to evening hours and weekends.

Board Approved: 09/18/08