|  |
| --- |
| **COAST COMMUNITY COLLEGE DISTRICT** **invites applications for the position of:**  **Administrative Director, Institutional Effectiveness and Planning** |

|  |  |
| --- | --- |
| **SALARY:** | $104,623.92 - $137,807.41 Annually |
| **OPENING DATE:** | 11/06/13 |
| **CLOSING DATE:** | 12/05/13 11:59 PM |

|  |
| --- |
| **DEFINITION:** |
| **DESCRIPTION** Under the administrative direction of the President, the Administrative Director of Institutional Effectiveness & Planning provides leadership in planning, organizing and directing the operations and activities involved in institutional effectiveness to facilitate college strategic planning efforts. The position responsibilities will include: leadership of the College’s research, planning, program review, outcomes assessment, and recurring accreditation functions; development of policies, procedures, operational systems, and other related processes; determining implications of College practices, policies, measures and procedures; development and implementation of related projects, studies, surveys, support and reporting systems and procedures; and supervision and evaluation of assigned personnel.  **EXAMPLES OF DUTIES:** Duties may include, but are not limited to, the following: a) In consultation with the President and Vice-Presidents, promotes and coordinates College 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.  b) Administer a comprehensive institutional research program that includes the completion of state and federal reports needed for decision-making related to student success and retention, policy formation, the assessment of student learning, accreditation, enrollment management and institutional planning and effectiveness. c) Support and facilitate the College's strategic planning process. d) Collaborate with college planning councils and administrative units on the alignment of institutional effectiveness functions with the mission and vision of the College. e) Lead the development and implementation of strategies and processes to improve the effectiveness of all operational areas of the College through the college’s program review and planning processes. f) Provide leadership for the coordination, design and implementation of specific research studies and surveying efforts in collaboration with appropriate college staff. g) Ensure that meaningful, appropriate data and information are available to meet the decision-making needs of the college. h) Compile a data warehouse, analyze, evaluate, and maintain statistical and other data for reports related to institutional effectiveness including: enrollment, demographics, productivity, student success, student equity, retention, persistence and transfer rates, and provide reports as assigned; coordinate timely responses to surveys and reports required by external agencies and other ongoing efforts of the College to measure its effectiveness. i) Participate in and provide leadership with the Student Learning Outcomes and Assessment activities by providing research and assessment support and serving on the Appropriate Committees. j) Collaborate with others in determining educational and financial effectiveness, and continuous improvement of various College departments, programs and services. k) Prepare a variety of mandated and requested College, state and federal reports. l) Maintain current knowledge of laws, codes, ordinances, regulations and pending legislation related to institutional assessment, research, planning and accreditation; modify projects, studies, functions and procedures to assure compliance with local, state and federal requirements as appropriate. m) Review and evaluate work to assure compliance with established standards, requirements, and procedures. n) Monitor internal and external data trends and keep the campus current concerning demographic and community information and adequacy and effectiveness of College services. o) Participate in and provide leadership for all accreditation initiatives and institutional reports; provide direction for the accreditation process through direct studies and data compilation in preparation for accreditation reviews. p) Oversee the daily operation of the Offices of Institutional Effectiveness and Research, including providing leadership and supervision of the staff assigned to the office.  q) Other duties as assigned. |
| **QUALIFICATIONS:** |
| **MINIMUM QUALIFICATIONS** Must meet one of the following qualifications under (a) through (b): a) Possess a Master’s degree from an accredited institution AND one year of formal training, internship, or leadership experience reasonably related to the administrator’s assignment. b) A combination of education and experience that is at least the equivalent to the above. Candidates making application on the basis of equivalency must submit an Application for Equivalency in addition to all other required materials. c) Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.  **DESIRABLE QUALIFICATIONS:** 1. Knowledge of educational administration and leadership. 2. Knowledge of policies, laws and regulations for California Community Colleges. 3. Knowledge of computer applications for effective management and advancement of research and planning services. 4. Knowledge of budget management, development and accounting procedures. 5. Knowledge of personnel administration and practice. 6. Demonstrated experience working with advanced institutional research techniques and statistical analysis and programming software, including at least three years of successful management experience 7. Extensive knowledge of and proficiency with research design, analysis and presentation, program evaluation and outcomes assessment 8. Demonstrated experience building and leading strategic planning efforts and processes 9. Knowledge of principles and practices of program development and evaluation 10. Knowledge of types of projects, surveys and studies used in assessing institutional effectiveness, program review, assisting with College planning, accreditation and decision-making; and determining implications College practices, policies, measures and procedures 11. Familiarity with issues and requirements related to institutional research and planning with California Community Colleges, including Title V, AB1725 and Accreditation Standards. |
| **CONDITIONS OF EMPLOYMENT:** |
| **CLASSIFIED MANAGERS:**  This is a full-time, 12-month, classified management position. The normal hours of work will be 8:00 a.m. to 5:00 P.M., Monday through Friday. However, some flexibility such as evenings and week-ends will be required to meet the needs of the department. The effective date of employment will be arranged with the supervisor.  **PAY PHILOSOPHY**:  Starting salaries for management and supervisory positions are based on a combination of education, qualifications and experience. Initial placement is within the starting salary range. Further advancements are based on initial salary placement.  **PHYSICAL DEMANDS AND WORK ENVIRONMENT**   * The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. * The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. * Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. * A detailed list of physical demands and work environment is on file and will be provided upon request.   ***Coast Community College District is an Equal Opportunity Employer*** |
| **ADDITIONAL INFORMATION:** |
| **APPLICATION PROCEDURES:**  **All application materials become the property of the Coast Community College District and will NOT be copied or returned. Information for TDD users is available by calling (714) 438-4755.**  **Application Requirements: To be considered for employment you must submit a complete application packet. A complete application packet includes:  1. A complete Classified/Management Application. 2. A current resume.  3. A cover letter highlighting your qualifications for the desired position. 4. Please provide a written response to the Desirable Qualifications #s 1 - 11 listed in the Minimum Qualifications section of this job posting. Be sure to attach your response as a separate document, not exceed three (3) pages, to your application.   To ensure consistency and fairness to all applicants, please do not submit materials in addition to those requested. Additional materials will not be considered or returned. Be sure to complete all questions and sections of the application. For questions which may not apply, indicate "n/a" (not applicable). If you do not know an answer, please indicate so, but do not leave any space blank.**  **All applications will be screened under a process of utmost confidentiality by a committee of representatives from the college community (reference Board Policy 050-1-1). Please note: Possession of the minimum qualifications does not ensure an interview.   Any documents that you are unable to attach can be faxed to (714) 782-6065. Faxes must clearly indicate the job you are applying to and your name.**  **Disability Accommodations: If you require accommodations in the Application or Examination Process, please notify Human Resources by calling (714) 438-4714 OR (714) 438-4713.**  Applications must be received no later than the posted closing date. There are NO EXCEPTIONS. Electronic applications may be completed by visiting [www.cccd.edu/employment](http://www.cccd.edu/employment). Once you have completed an electronic application, you may apply to open positions within the Coast Community College District by submitting the application and all other required materials. Required materials differ for each open position and must be complete when submitted for a specific posting. Instructions for completing applications and applying to posted positions are available online or by calling Applicant Processing at (714) 438-4714. *Coast Community College District is an Equal Opportunity Employer* |

|  | |
| --- | --- |
| Coast Colleges is an Equal Opportunity Employer | |
| APPLICATIONS MAY BE FILED ONLINE AT:  <http://www.cccd.edu>  1370 Adams Avenue Costa Mesa, CA 92626 714-438-4712  [abell@mail.cccd.edu](mailto:abell@mail.cccd.edu) |  |