

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

DIRECTOR OF INSTITUTIONAL EFFECTIVENESS

CHABOT COLLEGE

Range 17

CLASSIFIED MANAGEMENT CLASS SPECIFICATION

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general direction of the College President, plan, organize, design, coordinate, and implement a comprehensive institutional effectiveness program; conduct and/or oversee work plan objectives and activities related to advancing, facilitating, and communicating a systematic, integrated approach to institutional planning and resource allocation with data driven decision-making and ongoing assessment and evaluation in support of academic quality and student success.

Note: This is a categorically funded position. Annual renewal of contract will be dependent upon continued grant funding for the upcoming fiscal year as well as satisfactory performance.

MANAGEMENT RESPONSIBILITY

The Director of Institutional Effectiveness is a management position designated by the Board of Trustees of the Chabot-Las Positas Community College District. The position, under the supervision of the College President, is responsible for the satisfactory completion and coordination of the listed duties and responsibilities either directly or through administrative review. The incumbent is charged by the Board of Trustees with the satisfactory implementation of Board policy and District procedure as applicable to the position. This position takes leadership in the advancement, facilitation, and communication of a systematic, integrated approach to institutional planning and resource allocation. In addition, the incumbent is expected to participate in the formulation of District policies by making appropriate recommendations for improvements or additions in policy or procedure through his or her reporting authority and/or by serving on District-wide committees.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Provide leadership, plan, organize, design, coordinate, and implement a comprehensive institutional effectiveness program; perform a full range of general administrative responsibilities in overseeing operations.
2. Develop a framework for an ongoing focus on accreditation standards.
3. Lead and facilitate all college-wide planning and resource allocation, working in collaboration with the relevant Shared Governance Committees and administrative structures, including the Education Master Plan, Strategic Plan, and Program Review; clarify the planning process and schedule; ensure a systematic, integrated approach to institutional planning and resource allocation.

**Chabot-Las Positas Community College District
Director of Institutional Effectiveness (Continued)**

4. Lead the development of measurable short- and long-term objectives for Education Master Plan and Strategic Plan; lead the assessment of attaining objectives.
5. Conduct institutional research on Education Master Plan and Strategic Plan objectives and other college effectiveness measures.
6. Advance learning outcomes assessment; report results.
7. Assess the effectiveness of the governance structure, committees, and the overall planning process; make appropriate recommendations.
8. Provide a repository for decisions, plans, policies, and outputs; develop, maintain, and enhance the institutional research database.
9. Promote institutional effectiveness projects and services; encourage collaboration, teamwork, and positive working relationships among administrators, faculty, staff, and community leadership; communicate with the College and District staff and outside organizations to acquire and provide information and data and coordinate activities; communicate planning goals and results broadly to the campus community.
10. Represent the College in District, community, government, and professional organizations as appropriate; serve on District and College committees, task forces, and other groups; provide assistance and technical data to College staff and faculty as needed; make presentations to large and small groups.
11. Attend and participate in professional group meetings; maintain current knowledge of community college education, college and community characteristics, and trends; maintain current knowledge of laws, codes, ordinances, regulations, and pending legislation related to institutional assessment, planning and accreditation; keep the College and administration informed; incorporate new developments as appropriate.
12. Perform related duties as required.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. Methods and techniques of leadership.
2. Principles and practices of program development and administration.
3. Operations, services, and activities of a comprehensive institutional planning program in higher education.
4. Business expectations for customer service.
5. Principles and practices used in the planning, implementation, administration, and evaluation of programs and services.
6. Education process, instruction, role of faculty, curriculum, student services, student learning outcomes, and accreditation.
7. Understanding of community college shared governance structures.
8. Basic skills assessment, training, and evaluation methods and instruments as well as strategies to measure improved performance.
9. Grant reporting and budgeting requirements.
10. Fiscal management and planning.
11. Principles of communicating and collaborating effectively with diverse students, faculty, staff, and administration.

**Chabot-Las Positas Community College District
Director of Institutional Effectiveness (Continued)**

12. Office procedures, methods, and equipment including computers and applicable software applications.
13. Pertinent federal, state, and local laws, codes, and regulations including local, state, and federal laws, regulations, restrictions, and requirements related to area of assignment.

Ability to:

1. Coordinate, direct, and provide effective leadership for the Institutional Effectiveness Office.
2. Plan, organize, design, coordinate, and supervise planning and institutional effectiveness projects.
3. Oversee and participate in the development and implementation of policies, procedures, goals, and objectives for assigned area.
4. Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
5. Plan, organize, direct, and coordinate the work of assigned staff.
6. Prepare analytical reports, proposals, and other written plans for the College, District, Board of Trustees, Chancellor's Office, and other outside agencies.
7. Prepare and give public presentations to large and small groups.
8. Successfully represent the College and District.
9. Work effectively within a participatory governance environment.
10. Interpret, apply, and explain District and College policies and legal regulations and requirements.
11. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
12. Operate office equipment including computers and supporting word processing, spreadsheet, database applications and current software used in data analysis.
13. Manage multiple projects simultaneously and be sensitive to changing priorities and deadlines.
14. Quickly learn college and district organizational structure and applicable operations, policies, and procedures.
15. Communicate clearly and concisely, both orally and in writing.
16. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

Minimum Education & Experience - *Any combination of the following would provide a typical way to obtain the required knowledge and abilities.*

Education/Training:

A Bachelor's degree from an accredited college or university with major course in education or a related requiring expertise in strategic planning and assessment and project management and development.

Experience:

Two years of project management and development and strategic planning and assessment experience.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting; some travel to attend meetings around the state.

**Chabot-Las Positas Community College District
Director of Institutional Effectiveness (Continued)**

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

APPOINTMENT

The Director of Institutional Effectiveness shall be elected by the Governing Board upon the nomination of the College President and the District Chancellor.

Adopted by Board of Trustees on January 16, 2018
Effective: January 17, 2018
Job Family: Classified Administrator/Management

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

**DEAN OF ~~ENROLLMENT-STUDENT~~ SERVICES
~~Enrollment & Student Support~~ Services
LAS POSITAS COLLEGE**

Range 19

MANAGEMENT CLASS SPECIFICATION

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

MANAGEMENT RESPONSIBILITY

The Dean of Enrollment ~~and Student Support~~ Services is a management position designated by the Board of Trustees of the Chabot-Las Positas Community College District. The position, under the supervision of the Vice President of Student Services, is responsible for the satisfactory completion and/or coordination of the listed duties and responsibilities either directly or through administrative review. The incumbent is charged by the Board of Trustees with the satisfactory implementation of Board policy and District procedures relevant to the position. In addition, the incumbent is expected to participate in the formulation of District policies by making appropriate recommendations for improvements or additions in policy or procedure through his or her reporting authority and/or by serving on District-wide committees.

GENERAL DESCRIPTION

The Dean of Enrollment ~~and Student Support~~ Services, under the supervision of the Vice President of Student Services, is responsible for the development, direction, supervision, fiscal management and evaluation of the following programs and services: Admissions and Records; Financial Aid; Veterans Services; International Student Program; and Community Education. The position will provide direct oversight of the aforementioned programs as well as have a primary role in supporting the College's marketing and enrollment management endeavors to include, but not limited to, the development and coordination of the College's Schedule of Classes. In addition, the position will have the responsibility for the compilation and finalization of the College's State funding report. ~~The position will serve as the College's Equity and Diversity Officer to ensure compliance with the District's hiring processes and procedures.~~

DUTIES AND RESPONSIBILITIES

The Dean of Enrollment ~~and Student Support~~ Services:

1. Develops, directs, supervises, evaluates, and provides leadership to student services programs and services;
 - a. Supervises and evaluates the performance of assigned personnel; coordinate work assignments and schedules; interviews and selects employees;

**Chabot-Las Positas Community College District
Dean, Enrollment Services (Continued)**

- b. Works collaboratively with administrators, faculty, and classified professionals in support of various student services programs, services, and projects;
2. Plans, develops and effectively administers budgets; prepares annual program plans, and oversees mechanisms for budget controls;
3. Directs and oversees the College's enrollment management functions related to student attendance accounting in accordance with established standards and requirements;
4. Works closely with the Vice President of Academic Services in the assessment of enrollment trends and strategies that have a direct effect on the College's FTES annual projections;
5. Works with the Vice President of Administrative Services in various service aspects of the College including bookstore, technology (3rd party products), financial aid and cashiering services; development and integration of "one stop" student support services;
6. Provides leadership and assistance to the staff in program development and/or service enhancement;
7. Provides leadership in institutional planning; program review; ensures goals and objectives outlined in program plans are met and/or redefined;
8. Provides leadership in the administration, organization, and development of the College International Students Program; develop program objectives, policies and procedures; assure consistency of objectives, policies and procedures with those of the college and the District;
9. Provides leadership, supervision, and coordination to the Admissions and Records Office;
10. Provides leadership, organization, and coordination to the Financial Aid Office;
11. Provides leadership, organization, and coordination in the development of a comprehensive Veterans program that will enhance services currently provided;
12. Monitors legal compliance issues as mandated by federal and state regulations;
13. Maintains liaison with administrators, classified professionals, and faculty members to assist them in the utilization of the services offered through Admissions & Records, Financial Aid, Veterans, and International Student Program;
14. Responsibility for development, coordination and publication of college class schedule;
15. Works collaboratively with Academic Services, Administrative Services, and Student Services administrators;
- ~~16. Working in conjunction with the District Human Resources Director, serves as the College's Equity and Diversity Officer;~~
16. Develops and submit grant proposals in collaboration with program staff; administer grant projects;
17. Collaborates with College and District personnel responsible for marketing, outreach and recruitment;
18. Is responsible for the supervision of college operations at assigned times, including occasional service as administrator for the college in the evening or on Saturday or Sunday;

**Chabot-Las Positas Community College District
Dean, Enrollment Services (Continued)**

19. Performs major responsibility duties and all other related and implied duties as may be assigned by the Vice President of Student Services and the President;
20. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

MINIMUM QUALIFICATIONS

The minimum qualifications for service as an educational administrator shall be both of the following:

Education:

Possession of a master's degree; and

Experience:

One year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

OR

Possession of a Master's degree from an accredited institution and three years' experience as an Administrator in Admissions, Records, Enrollment Services or other related field.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting. The incumbent may be required to work some evenings, weekends, and travel.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

NOTE: This administrative class specification is not necessarily all-inclusive in terms of duties and responsibilities ~~work detail~~.

APPOINTMENT

The Dean of Enrollment ~~and Student Support~~ Services shall be elected by the Governing Board upon the nomination of the College President and the District Chancellor.

Adopted by the Board of Trustees July 1, 2007
Effective: July 1, 2007
Revised by Board of Trustees on January 16, 2018
Effective: January 17, 2018
Job Family: Classified Administrator/Management

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

**DEAN, ACADEMIC SERVICES
~~ARTS AND COMMUNICATIONS & HUMANITIES~~
LAS POSITAS COLLEGE**

Range 21

ACADEMIC MANAGEMENT CLASS SPECIFICATION

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

The Dean will be responsible for the development, direction, supervision, and evaluation of the assigned set of the College's academic programs and/or College service areas – which currently include American Sign Language; Humanities (Art, Art History, Interior Design, Photography, Visual Communications, Humanities, Philosophy, Religious Studies, ~~Creative Arts~~); English; English as a Second Language (ESL); Foreign Languages (French, Italian, Spanish); Mass Communications (Journalism, Newspaper, Radio, TV); Performing Arts (Dance, Music, Instrumental Music, Speech, Theater Arts); ~~Library (Library Skills), Social Sciences (Anthropology, Geography, History, Political Science, Sociology, Women's Studies)~~ and related functions. This position involves direct collaboration with faculty and staff in planning and directing College goals and objectives. The Dean performs related duties as required. The position will report to the Vice President of Academic Services.

REPRESENTATIVE DUTIES:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Instruction

1. Foster and maintain high standards of instruction, providing leadership in establishing goals and objectives, and the uses of innovative delivery of instruction, including instructional technology, distance education, and Web-based/online instruction;
2. Work with the division faculty to develop and implement strategies for improved transfer rates, vocational certificate completion rates, basic skills acquisition rates and other types of enrollment goals;
3. Work with division faculty and staff to coordinate class schedules to ensure maximum utilization of facilities, maximum enrollments, facilitation of student access to a cross section of courses and to enable the college to reach its FTES goals;
4. In collaboration with faculty, prepare and review program review documents and division wide planning documents;
5. Demonstrate a high value for student learning in setting priorities and implementing institutional goals;
6. Plan, develop, coordinate, and evaluate division instructional offerings to meet student, program, community, and enrollment needs;

**Chabot-Las Positas Community College District
Dean, Academic Services – Arts & Humanities (Continued)**

7. Supervise the planning, organizing and development of curriculum of the division, in consultation with faculty and advisory boards as appropriate;
8. Provide leadership and support throughout systematic cycles of evaluation of student learning outcomes in order to improve institutional effectiveness;
9. Promote an inclusive learning environment that guarantees equal access to educational opportunities for students with physical, learning and psychological disabilities;
10. Provide supervision to day, late afternoon, summer/evening, weekend, distance education and off-campus programs.

Administrative

1. Plan and develop the division budgets and monitor division expenditures and operations;
2. Assist in establishing a process for enrollment management and in gathering and interpreting data for scheduling, staffing, planning, including student success, access and equity;
3. Formulate long-and short-range goals for the division, including updating the College's master plan, strategic plan, and other planning documents and processes; conduct ongoing program review;
4. Take entrepreneurial stance in seeking ethical alternative funding sources such as grants and sponsorships;
5. Develop grant proposals and draft agreements for sponsorships, partnerships and collaborative initiatives;
6. Prepare required College, District, State, and Federal reports, as necessary to the division;
7. Work with the Vice President of Academic Services to provide effective training for administrative staff;
8. Work with fellow administrators to achieve established institutional goals and objectives;
9. Review and prepare budgeting priorities working in consultation with the Vice President of Academic Services and faculty in accordance with the campus budget process; Develop and generates statistical data and reports as they relate to planning and budget;
10. Uphold professional standards of behavior and ethics in support of the institution's published mission and values;
11. Develop and implement accountability procedures in all division processes;
12. Perform all other related and implied management duties and such others as may be assigned by the President or Vice President.

Supervision

1. Coordinate the evaluation of faculty performance with tenure/non-tenure committees, including making and implementing recommendations to monitor and foster instructor development;
2. Supervise and evaluate the performance of assigned classified staff;
3. Provide leadership and coordination in the recruitment, selection and assignment of faculty and staff, in accordance with College mission and District policies;
4. Provide leadership, support and opportunities for appropriate staff development programs and activities for faculty and staff;

**Chabot-Las Positas Community College District
Dean, Academic Services – Arts & Humanities (Continued)**

5. Works with college personnel to resolve student, staff and faculty complaints.

Communications & Outreach

1. Foster community outreach and provide liaison with area schools, two- and four-year colleges, business and industry, and public sector to promote, develop and articulate college instructional offerings;
2. Become an active community member by participating in community organizations mutually agreed to;
3. Establish and maintain actively collaborative and collegial working relationships with administrative counterparts and constituent leadership.

MINIMUM QUALIFICATIONS

The minimum qualifications for service as an educational administrator shall be both of the following:

- (a) Possession of a master's degree; and
- (b) One year of formal training internship, or leadership experience reasonably related to the administrator's administrative assignment.

Demonstrate sensitivity to and an understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of community college students, including those with physical and/or learning disabilities.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Experience in teaching at the college (post-secondary) level;
2. Expertise in building educational programs, creating both program capacity and program sustainability;
3. Demonstrate strong interpersonal skills with ability to motivate and empower faculty, staff and students to succeed;
4. Expertise in district, conference and state regulations for community colleges;
5. Expertise in the development and management of professional and staff development programs;
6. Capacity to analyze complex issues and ability to facilitate collaborative problem solving;
7. Capacity to analyze faculty loads, enrollment figures and efficiency numbers;
8. Ability to be an energetic leader who values learning, and possesses a strong awareness of the community college mission, along with ability to provide effective coordination, supervision, encouragement and support to faculty and staff;
9. Possess excellent communication skills both oral and written, and have the ability to develop and implement managerial systems;
10. Be an adaptable, flexible individual who is dedicated to quality and is at ease in the community. He or she must be willing to take creative initiative while understanding the political dynamics of a growing institution and has the skill to adroitly manage change within it;
11. Be an active and contributing member of the administrative team, approaching individual and shared tasks with equal enthusiasm;

**Chabot-Las Positas Community College District
Dean, Academic Services – Arts & Humanities (Continued)**

12. Be an active and contributing member of the College mission and values including teaching, learning, diversity and innovation.

DESIRABLE QUALIFICATIONS:

1. Earned doctorate preferred;
2. Experience or qualifications relevant to oversight of programs in disciplines represented in the division.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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NOTE: This administrative class specification is not necessarily all-inclusive in terms of duties and responsibilities~~work detail~~.

APPOINTMENT:

The Dean shall be elected by the Governing Board upon the nomination of the College President and the District Chancellor.

Adopted by Board of Trustees on September 16, 2008
Effective: September 17, 2008
Revised by Board of Trustees on January 16, 2018
Effective: January 17, 2018
Job Family: Academic Administrator/Management