

# 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.

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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.

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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.

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**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