



Office of Human Resources and Equal Opportunity

Administrator Job Description

EXECUTIVE DIRECTOR, INSTITUTIONAL RESEARCH, PLANNING, AND EFFECTIVENESS

DEPARTMENT: Research and Planning

COLLEGE: Central Services

SALARY GRADE: A2/A3 - K

Position Purpose

Reporting to the Vice Chancellor for Strategy, Institutional Effectiveness, and Engagement, the Executive Director of Institutional Research and Planning is responsible for providing leadership for institutional research and planning throughout the District. This involves overseeing institutional research, strategic planning, and data management to support district-wide and college-level decision-making. Key duties include analyzing districtwide data on student and program outcomes, facilitating strategic and integrated planning processes, ensuring data accuracy, and collaborating with colleges and departments to meet state and federal reporting requirements. The Executive Director plays a key role in the development, implementation, and monitoring of key performance indicators identified in District planning documents and plans, organizes, designs, coordinates, supervises, and implements comprehensive institutional research and planning projects in alignment with the District's vision and strategic priorities.

The Executive Director plans, designs, and conducts research to meet compliance with state, federal, district, and college requirements and accreditation standards while ensuring the accuracy of state and federal reports. This role establishes effective working relationships with all District departments, divisions, and college leadership to provide assistance and improve effectiveness in meeting the educational needs of students and the community. Additionally, the position collaborates with and supports college IRPE offices to ensure alignment across district and college research and planning priorities.

Nature and Scope

The role of the Executive Director of Institutional Research and Planning is to support informed decision-making with thorough and accurate data and information. The Executive Director provides visionary and effective leadership, delivering reliable, complete, and understandable data to inform decision-makers in areas impacted by change. The Executive Director works with individuals, groups, and committees districtwide to create and implement efficient and effective strategies to provide students the means to obtain their educational goals.

The Executive Director of Institutional Research and Planning supervises a small team consisting of Senior Research Analysts and Research Data Analysts, as well as temporary staff required for specific projects.

Key Duties and Responsibilities

The following duties and responsibilities are typical but not limited to the following:

- Plan, organize, design, coordinate, and implement a comprehensive program of research projects for the District (Central Services, De Anza, and Foothill) regarding the evaluation or efficiency of instructional and student support programs, including selection of research design and instruments, implementation of data gathering methods, statistical analysis, and reporting results in written and oral forms.
- Develop a comprehensive long-range planning process that results in a comprehensive and integrated planning system for the District.
- Plan, design, generate, and present various reports to guide strategic planning for the District in coordination with the colleges.
- Manage research data warehouse system with an indexed archive of screens and templates suitable for viewing information, responding to federal, state, and local surveys, questionnaires, and to comply with federal, state, and local data collection or accountability requirements.
- Provide research data and support as needed to expand fundraising capacity of the foundation and support the preparation of grant applications; prepare reports and provide support as required by other external agencies and internal constituencies.
- Partner with internal and external agencies dealing with technology, admissions and records, financial aid, and other relevant agencies to ensure districtwide consistency and integrity of student data.
- Develop, maintain, and continuously validate and evaluate the institutional research data warehouse and the web-based data access tools, and related database systems to ensure accuracy, accessibility, and alignment with District planning and decision-making needs.
- Integrate statistical and planning software, processes, models, and client-server database procedures with academic master planning. Retrieve information from District/information systems; verify and interpret results for use in a variety of presentations and reports.
- Plan, design, manage, and consult with others on a variety of projects relating to District planning, institutional accountability, effectiveness, and decision-making. Actively participate in and lead the District's strategic planning process and assessment of plan implementation while working within the District participatory governance structures.
- Chair the District Institutional Efficiency Committee; serve as a resource to the Chancellor's Advisory Council; maintain membership and seek leadership roles in state and national research organizations; work collaboratively with faculty, staff, and administrators to develop, maintain, and support the research and planning needs that facilitate student access and success. Represent the District in community, governmental, and professional organizations as appropriate to research and planning; develop ways for exchanging research reports and significant development among colleges/districts.
- Supervise the design and implementation of data collection/extraction, analysis, and reporting processes and standards; create, build, and modify queries and reports; develop data standards and systems documentation to improve data governance and provide training to guide users on proper use and maintenance of data and systems. Assign, evaluate, and provide professional development opportunities to institutional research and planning staff; establish standards of performance and methods of operation.
- Develop, maintain, and be accountable for the research and planning budget; perform other administrative duties as required; provide work direction and guidance to assigned personnel.
- Perform other related duties as assigned.

Knowledge

- Research and planning methods and techniques and statistical and planning processes, software, and models including current technical aspects of data mining, information management, and other related cloud and web-based technologies.
- Comprehensive knowledge and direct experience with computer software associated with research, such as reporting applications, spreadsheets, statistical software, data warehousing, databases, inter/intranet, operating systems, and networks, etc.
- Data governance, warehousing, and database procedures and techniques, including best practices for data integrity, accessibility, and security.
- Familiarity with the mission and priorities of the California Community College (CCC) system, including policies related to accreditation processes, accountability metrics, and reporting requirements for state and federal compliance (e.g., California Community College Chancellor's Office (CCCCO) Management Information Systems (MIS), Student Centered Funding Formula, and Integrated Postsecondary Education Data System (IPEDS)).
- Strategic planning principles and processes in higher education, including the integration of research and planning for institutional effectiveness.
- Principles of organizational development, participatory governance, and institutional decision-making in a multi-college district environment.
- Project management and change management principles applicable to complex, cross-functional research and planning initiatives.
- Supervisory and leadership skills to implement the District institutional research and planning vision.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Operation of personal computer, interfacing with servers and related equipment.

Skills and Abilities

- Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty, and staff.
- Ability to plan, design, coordinate, supervise, implement, and evaluate comprehensive institutional research and planning projects to inform decision-making in support of district/college strategic priorities and goals.
- Communicate effectively, both orally and in writing, including the ability to synthesize data/information for multiple audiences.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work; develop, prepare, and deliver oral/multi-media presentations.
- Develop and supervise the preparation of assigned data reports; read, interpret, and explain plans and research findings.
- Ensure effective use of technology and information systems to support institutional research and planning functions, including the use of data visualization, reporting, and analytical tools; collaborate with Educational Technology Services staff to maintain integrity, data accessibility, security, and system integration.
- Analyze situations accurately and adopt an effective course of action.
- Work independently with little direction in a multi-project, fast-paced environment and meet concurrent deadlines.

Minimum Qualifications

- Master's degree.
- Two (2) years of post-baccalaureate education or work experience related to institutional educational research or other organizational data analytics demonstrating the required competencies for the position.

Preferred Qualifications

- Ph.D. or equivalent.
- Five (5) to seven (7) years combination of post-baccalaureate education and work experience in an area related to educational research.
- Successful experience in supervision or project management.
- Familiarity with higher education accreditation, governance, budget procedures, enrollment management, assessment, student success, and an understanding of community colleges.
- Well-developed communication, technical, analytical, and interpersonal skills.

Working Conditions

Environment

- Typical office environment.
- May include travel to conduct work.

Physical Abilities

- Hearing and speaking to exchange information in person and on the telephone and make presentations.
- Dexterity of hands and fingers to operate a computer keyboard.
- Vision sufficient to read various materials.
- Sitting for extended periods of time.
- Bending at the waist.
- Lifting and carrying objects up to 20 lbs.

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