



**FOOTHILL-DE ANZA**  
**Community College District**

## Office of Human Resources and Equal Opportunity Administrator Job Description

### EXECUTIVE DIRECTOR, INSTITUTIONAL RESEARCH AND PLANNING

**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, plans, organizes, designs, coordinates, supervises and implements comprehensive institutional research and planning projects in alignment with the District's vision and strategic priorities.

Plan, design and conduct research to meet compliance with state, federal, district and college requirements and accreditation standards; ensure accuracy of state and federal reports. Establish effective working relationships with all District departments and divisions, and college leadership to provide assistance and to improve its effectiveness in meeting the educational needs of its students and community.

#### 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, provides reliable, complete and understandable data and information to inform decision-makers in areas impacted by change. The Executive Director works with individuals, groups and committees 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 supervise a small team consisting of Research Analysts and Research Assistants, 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:

1. 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.
2. Develop a comprehensive long-range planning process that results in a comprehensive and integrated technology-based planning system for the district.
3. Plan, design and generate various reports to guide strategic planning for the District in coordination with the colleges.
4. Maintain 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.
5. Provide research data and support as needed to expand fund raising capacity of the foundation and grants offices; prepare reports/provide support as required by other external agencies and internal constituencies.

6. Maintain liaison with internal and external agencies dealing with technology, admissions and records, financial aid and other relevant agencies to ensure the integrity of student data.
7. Develop, maintain and continuously 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.
8. Integrate statistical and planning software, processes, models, and client server database procedures with academic master planning. Develop and maintain computerized databases; retrieve information from District/information systems; verify and interpret results for use in a variety of on-line and printed reports.
9. Plan, design and consult with others on a variety of projects relating to District planning, institutional accountability, effectiveness and decision-making.
10. Chair the District Research Advisory Committee; serve as a resource to the Chancellor's Advisory Council and to the Educational Technology Advisory Committee; maintain membership and seek leadership roles in state and national research organization; 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; develop ways for exchanging research reports and significant development among colleges/districts.
11. Direct and supervise the activities/services of the Research and Planning staff in providing services to faculty, staff, administrators and students resulting in their ability to perform desktop research via web-based system for user access of data and information.
12. Assign, evaluate and provide development opportunities to research staff; establish standards of performance and methods of operation.
13. 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.
14. Performs other related duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Knowledge:**

1. 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 web-based technologies.
2. 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.
3. Data governance, warehousing and database procedures and techniques, including best practices for data integrity, accessibility, and security.
4. Strategic, academic, and facilities master planning principles and processes in higher education, including the integration of research and planning for institutional effectiveness.
5. Accreditation standards, accountability metrics, and reporting requirements for California Community Colleges, including state and federal compliance (e.g., MIS reporting, Student Success metrics, IPEDS).
6. Principles of organizational development, participatory governance, and institutional decision-making in a multi-college district environment.
7. Project management and change management principles applicable to complex, cross-functional research and planning initiatives.
8. Operation of personal computer, interfacing with servers and related equipment.

### **Skills and Abilities:**

1. 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.
2. Plan, design, coordinate, supervise, and implement comprehensive institutional research and planning projects to inform decision making in support of district/college strategic priorities and goals.
3. Communicate effectively, both orally and in writing; establish and maintain cooperative and effective working

- relationships; develop, prepare and deliver oral/multi-media presentation.
4. Develop and supervise the preparation of assigned data reports; read, interpret and explain plans and research findings.
  5. 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 Information Technology staff to maintain data accessibility, security, and system integration.
  6. Analyze situations accurately and adopt an effective course of action.
  7. Work independently with little direction in a multi-project, fast-paced environment and meet concurrent deadlines.

**Minimum Qualifications:**

1. Master's degree.
2. 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:**

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

**WORKING CONDITIONS:**

**Environment:**

1. Typical office environment.
2. May include travel to conduct work.

**Physical Abilities:**

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

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