Job Title:	District Director, Research, Planning, and Data Management	Range: 31 (CL)	Management Schedule
Date Revised:		Date Approved:	January 22, 2019

THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO A SIX-MONTH PROBATIONARY PERIOD

PRIMARY PURPOSE

Under the direction of Vice Chancellor, Educational Services and Technology, the District Director of Research, Planning, and Data Management, is responsible for providing leadership for institutional research, planning, and data management for District functions, programs, services and activities through the continuous assessment and improvement process. The position supports and coordinates the development and maintenance of an institutional infrastructure to promote the District's culture of shared governance and evidence based decision-making.

ESSENTIAL FUNCTIONS
Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Plan, organize, design, coordinate and implement a comprehensive program of research for the District that focuses on institutional effectiveness ranging from enrollment management to resource allocation to staff/student diversity to student success.
2.	Responsible for providing data research, analysis and organizational support for accreditation including the Colleges' self-evaluation and other reports required by the accrediting commission.
3.	Administers the collection and preparation of data for statutory reporting requirements; serve as liaison with District Information Services; ensure accuracy of data for reporting to external agencies; interpret technical research data, findings and reports generated by external agencies and present implications and limitations as they pertain to the District; maintain current knowledge of related laws and regulations to assure compliance, as appropriate.
4.	Prepare a variety of mandated and requested District, State and federal reports related to the Integrated Postsecondary Education Data System (IPEDS), decision support, accreditation, fiscal apportionment, California Community Colleges' management information system (MIS), financial activity, students, institutional effectiveness, demographics, programs, enrollment, practices, procedures and assigned activities.
5.	Administers the District's comprehensive data warehouse; oversee and participate in the development of system architecture, system maintenance, and user/access security; determine the prioritization and coordination of requests, development of reports, training and support, and strategic planning for the future of the data warehouse.
6.	Directs, drafts, and implements program review, accreditation, and other key initiatives in institutional planning, institutional accountability, institutional effectiveness, financial and educational effectiveness and decision-making.
7.	Audit, collate and publish official information about District student enrollment, faculty, student and staff demographics.
8.	Provide data and analysis to support resource development and grant applications, implementation and follow-up reports as necessary; coordinate with District staff as required.
9.	Direct and coordinate institutional research information exchanges between the colleges within the District and with other institutions.

10.	Responsible for District level master and strategic planning processes, including development of timelines and milestones for these planning processes; conduct and update environmental scanning and planning assumptions; prepare comprehensive reports to document institutional progress toward District, state and federal accountability standards.
11.	Develop and oversee implementation of a process for monitoring progress on the district-wide strategic plan's goals and objectives, including the development and update for the strategic plan; annually report on the progress of the district-wide strategic plan; and coordinate research efforts related to strategic planning and all other activities related to institutional effectiveness.
12.	Integrate statistical and planning software, processes and models including data warehousing and client server database procedures with academic master planning. Retrieve information from the District database; verify and interpret results from both internal and external sources for use in a variety of reports for internal and external uses.
13.	Train, guide, motivate, direct, supervise, and evaluate the activities/services/performance of assigned staff in providing services to faculty, staff and administrators. May recommend hire, transfer, reassignment, reprimand, disciplinary action, and termination of staff.
14.	Sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, and ethnic backgrounds of students.
15.	Understand universal design principles and guidelines, and relevant policies and laws related to accessibility standards.
16.	Organize, attend, or chair a variety of meetings as required; serve on committees and special projects as assigned; coordinate programs and services as appropriate with other District and/or site personnel.
17.	Promote research projects and services and encourage collaboration, teamwork and positive working relationships among administrators, faculty, staff, and community leadership to foster and sustain a District culture of evidence based decision making in support of the educational master plan and District priorities.
18.	Learn and apply emerging technologies and advances (e.g., computer software applications); participate in developing, selecting, and upgrading computer systems as necessary to perform duties in an efficient, organized, and timely manner.
19.	Develop, maintain and control the departmental budget.
20.	Provide leadership in District/College efforts to increase the diversity of faculty and staff, to address student achievement gaps, and in the creation of a welcoming and inclusive work and educational environment.
21.	Assist and promote the growth and success of a diverse population of students and employees through the development of interculturally competent and equity minded management and leadership abilities. The ideal candidate should have experience in this area with African Americans, Latinx, Native Americans, Pacific Islanders and other disproportionately impacted students and employees.
22.	Perform related duties and responsibilities as assigned.

OTHER FUNCTIONS

WORKING RELATIONSHIPS

The District Director of Research, Planning, and Data Management maintains frequent contact with colleges and NOCE, District administrators, faculty and staff.

EDUCATION AND EXPERIENCE

Minimum Qualifications

Bachelor's degree from a regionally accredited institution with an emphasis on education, mathematics, social sciences, statistics or related field.

Minimum of four (4) years of increasingly responsible experience involving statistical research, review, analysis, interpretation, and reporting, including work with institutional assessment, research, and planning functions.

One year of experience supervising staff.

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff.   The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

Desirable Qualifications

Demonstrated proficiency in utilizing computer applications and a variety of specialized software, including spreadsheet, word processing, and database software.

Experience with strategic and master planning in higher education.

Possession of an advanced degree in statistics, mathematics, social sciences, education or related field.

Experience in shared governance in an educational setting.

High level of critical thinking, problem solving and analytical skills.

High professional standards and strong interpersonal skills.

Effective oral and written communication skills.

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of District organization, operations, policies and objectives
Knowledge of state education code and requirements, including Title 5
Knowledge of applicable federal and state laws, codes, and regulations
Knowledge of the practices, procedures and techniques involved in the design, development and implementation of projects, surveys and studies in institutional assessment, planning, research and decision-making
Knowledge of principles and practices of administration, supervision and training
Knowledge of computerized and manual data collection, management, manipulation and distribution requirements for analysis and reporting functions
Knowledge of general research design, methodology, and standard statistical procedures applied to educational and social research

Knowledge of applicable laws, codes, regulations, policies and procedures
Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary
Knowledge of record keeping procedures
Knowledge of budget preparation and maintenance
Knowledge of appropriate software and database
Knowledge of a shared governance model in an educational setting
Ability to analyze situations accurately and adopt an effective course of action
Ability to collaborate with others in determining educational and financial effectiveness, and operational efficiency of various departments, programs and services
Ability to coordinate, develop and maintain decision-making support
Ability to coordinate, develop, implement and conduct projects, surveys and studies in support of institutional assessment, planning, research and decision-making
Ability to direct the maintenance of a variety of reports, records and files related to assigned activities
Ability to encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services
Ability to interpret, apply and explain rules, regulations, policies and procedures
Ability to assess, analyze, implement and evaluate complex research project activities
Ability to participate in the development of comprehensive data management systems
Ability to clearly organize and present information
Ability to prepare a variety of statistical and narrative reports
Ability to analyze situations accurately and adopt an effective course of action
Ability to plan, organize and prioritize work
Ability to meet schedules and time lines
Ability to exercise initiative and independence of judgment and action
Ability to understand and follow oral and written directions
Ability to communicate efficiently orally and in writing, with internal and external diverse constituencies
Ability to lead, motivate, train, supervise, evaluate personnel and provide work direction
Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

A valid California driver's license

WORKING CONDITIONS

Office environment; subject to constant interruptions and frequent interaction with others; sitting or standing for long periods at a time (up to 2-3 hours); may require off-site duties and activities.