

**Director of Institutional Research and Assessment**  
(Management Designation)  
(Range 54)

**DEFINITION**

Under direction of the Assistant Superintendent/Vice President of Student Learning, the Director of Institutional Research and Assessment is responsible for planning, implementing, and reporting institutional research studies used in assessing institutional effectiveness and student learning outcomes; work with the institutional accreditation liaison officer and the faculty student learning outcomes assessment liaison to collect and document evidence for accreditation; provide supervision and day-to-day operation of the Office of Institutional Research and Assessment, and perform other related duties as required.

**DISTINGUISHING CHARACTERISTICS**

The Director of Research and Assessment is distinguished by the requirement to coordinate the development of institutional research and assessment for the District. The Director provides administrative oversight of the research and assessment department and participates in the formulation and implementation of research and assessment activities. Incumbents in this position must be detail-oriented, have excellent organizational and time management skills, understand psychometric theories and practices as they relate to community college assessment, and excel in interpreting data for institutional assessment and planning purposes.

The performance of duties by the Director of Institutional Research and Assessment contributes to institutional effectiveness by providing data and essential reports on Student Learning Outcomes, Institutional Effectiveness Outcomes, District-wide statistics, trends, and comparisons.

**ESSENTIAL FUNCTIONS**

- Supervise all aspects of the day-to-day operations of the Office of Institutional Research and Assessment;
- Assist in the development of the College's annual research agenda;
- Plan, conduct, analyze, and interpret institutional, departmental, and individual research projects and data for program review, unit and cluster planning and the assessment of institutional effectiveness and student learning outcomes;
- Select, adapt, and apply appropriate quantitative and qualitative research design and statistical tools and techniques to areas of study, which include but are not limited to staffing patterns, planning evaluation, process improvement, program and services review, planning, curriculum, accreditation, student outcomes and follow-up, student and staff characteristics, enrollment management, data integrity, and state and federal reporting requirements;
- Work collaboratively with the SLOA faculty liaison and the Assistant Superintendent/Vice President of Student Learning in the development of institutional forms and templates for compiling, analyzing, documenting and reporting Student Learning Outcome data;
- Serve as a data and research resource person to faculty, staff, and/or governance committees;
- Hire and supervise the work of staff in the office of Institutional Research and Assessment;

- Monitor, modify, and update, with the Director of Counseling, the Matriculation committee, and the Research Committee, the college's credit and non-credit matriculation plans for compliance with the requirements of Title V, and the California Community College Chancellor's office;
- Compile data and written reports on assessment testing; including validation of all assessment tests and multiple measures using appropriate psychometric techniques in compliance with the Chancellor's office Standards for Assessment testing;
- Work closely with faculty in the implementation of assessment testing, including cut score analysis, placement updates, etc;
- Prepare studies and analyses of college and community demographics, population projections, staffing reports and annual FTES/FTEF projections;
- Assist college staff in preparing grant proposals, including the interpretation of project/grant guidelines and the development of project/grant evaluation processes, as well as data collection, analysis and reporting;
- Maintain files, records, and database of all grant proposals and reports;
- Select, train, supervise, and evaluate the work department staff;
- Direct the audit of internal records, documentation practices and procedures; and implement recommendations and improvements;
- Compile and maintain statistical and other data and write reports;
- Serve as a liaison with state and federal agencies and with statewide research organizations;
- Interpret and apply rules, regulations, and District policies;
- Operate computer equipment and use software programs; including Banner software; Statistical Package for the Social Sciences; Optical Scanning Software; Bubble Publishing; Zoomerang Web based Survey Software; Noel-Levitz Student and Staff Satisfaction Survey; Easy Reporter, Data-Mart; Access, Excel, Brio Query; etc;
- Serve on District committees as assigned;
- Establish and maintain cooperative working relationships with those contacted in the performance of duties;
- Communicate effectively orally and in writing;
- Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities.

**Duties may require the physical ability to:**

- Manage a budget and conduct a cost analysis;
- Understand and carry out complex instructions, both oral and written;
- Work with interruptions, frequent deadlines, and multiple assignments simultaneously;
- See for the purpose of reading and understanding regulations, laws and codes, rules and policies, and other printed matter;
- Hear and understand speech at normal levels;
- Speak so that others will be able to understand a normal in-person and telephone conversation;
- Sit or stand for extended periods of time;
- Lift and/or carry 25 pounds;
- Exert manual dexterity sufficient for keyboard and other office equipment operation.

ESSENTIAL FUNCTIONS OF PARTICULAR POSITIONS WITHIN CLASSIFICATIONS MAY VARY BECAUSE JOB DUTIES MAY VARY BY WORK LOCATION.

## **QUALIFICATIONS**

### **EDUCATION**

#### Required

- Master's degree in a major with basic statistics and research methodology or the equivalent.

#### Preferred

- Doctorate in a major with statistics and research methodology or the equivalent.

### **EXPERIENCE**

#### Required

- Evidence of at least 3 years of successful experience as a research analyst or equivalent.

#### Preferred

- Two years of community college experience preferred.

**Or any equivalent combination of education and experience.**

#### **Knowledge of:**

- Management principles;
- Budget administration;
- Current technologies, personal computer, and associated office software such as word processing, spreadsheet, presentation, and/or database software;
- Correct usage of English, grammar, spelling, punctuation, and vocabulary;
- District policies and procedures.

Board of Trustees Approval: 05/03/2006