

PERALTA COMMUNITY COLLEGE DISTRICT

ACADEMIC MANAGEMENT JOB DESCRIPTION

Vice President of Institutional Effectiveness – Planning, Research and Evaluation for Student Success (Management Salary Range 4) Job Code: 1035

CLASS PURPOSE

The Vice President of Institutional Effectiveness – Planning, Research and Evaluation for Student Success is responsible to the President of the College for providing leadership, direction, general supervision and evaluation of the total instructional and student support programs. The incumbent works closely with the President, Vice President of Student Services, Vice President of Instruction and the Business and Administrative Services Manager.

Under the direction of the President, plan, organize, control and direct operations and activities involved in the research, review, analysis, interpretation and reporting of data and information used in assessing institutional effectiveness and student success. Assist with College planning, accreditation and decision-making, and determine implications of College practices, policies, measures and procedures. Provide training to faculty, staff and administrators related to effective use of data.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Plan, organize, control and direct operations and activities involved in the research, review, analysis, interpretation and reporting of a variety of data and information used in assessing institutional effectiveness and student success.
- Compile, present and discuss meaningful data that contributes to strategic planning and the development of policy decisions related to improvement in student success. Coordinate and integrate the institutional research initiatives related to the Student Equity Plan and Student Success and Support Program (SSSP) Plan, Institutional Effectiveness Partnership Initiative (IEPI), and Accrediting Commission for Community and Junior Colleges (ACCJC) with the college's strategic planning and education master planning processes.
- Provide support to faculty, staff and administrators regarding research methodologies, results, and their direct relationship to student success. Provide training to faculty, staff and administrators related to effective use of data. Collaborate with and advise faculty and staff on the design, implementation, and evaluation of research-based projects, including the Student Equity Plan and the SSSP Plan, IEPI targets and assessment, and ACCJC annual reports. Collaborate with and advise faculty on analyzing and evaluating SLO data.
- Design, develop and conduct major institutional research studies, perform statistical analyses and prepare and present reports utilizing sound research practices that foster a culture of evidence and informed decision making.

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- Serve on various college committees that involve the review and analysis of research and assessment data pertaining to the institution's student equity and SSSP plans. May Chair or Co-Chair the Planning and Institutional Effectiveness (PIE) Committee and the Student Success Support Program (SSSP) Committee, and advise the Student Equity Committee and the Education Master planning committee, on all aspects of the process for assessing the effectiveness of the college's efforts to achieve the goals and objectives in its student equity and SSSP plans. Collaborate with others in reviewing, interpreting and determining implications of various College practices and measures of institutional effectiveness as they pertain to achieving the desired outcomes of the institution's student equity and SSSP plans.
- Prepare and deliver written and oral presentations on the findings, results, implications and recommendations of research studies of the college's student equity and SSSP plans.
- Maintain current knowledge of laws, codes, ordinances, regulations and pending legislature related to institutional assessment, research, planning and accreditation as they pertain to the college's student equity plan and SSSP plans. Modify projects, studies, functions and procedures to assure compliance with local, State and accreditation requirements associated with the college's student equity and SSSP plans.
- Promote strong partnerships with research counterparts at local high schools and universities. Communicate with personnel, administrators and various outside agencies to exchange information and resolve issues or concerns that pertain to the college's student equity and SSSP plans.
- Provides leadership and coordinates and supervises all aspects of the instructional program of the College in compliance with applicable Federal, State, local and District regulations; and ensures compilation and submission of reports as required.
- Coordinates the operation of administrative and academic computing functions, networks and personal computing support to ensure effective assimilation of diverse information technologies and their applications at the College level with the District Office of Information Technology.
- Provides leadership for the continuous improvement of teaching and student learning; plans, organizes and implements a systematic process for supervision and evaluation of instruction and the recruitment of faculty.
- May serve as the College Accreditation Liaison Officer (ALO) or co-ALO with the Vice President of Instruction.
- Assists the College President in the development of the total College budget and coordinates and supervises all aspects of the institutional research and institutional effectiveness budget, including preparing recommendations to meet educational needs of all segments of the College.
- Serves as an advisor to the College President; develops, recommends and implements operating policies; and makes policy decisions as authorized; may serve as the Administrator in Charge in the absence of the President.
- In collaboration with Vice President of Instruction develops strategic scheduling based on student learning needs and program patterns to encourage course and program completion.
- Directs and administers the activities of institutional effectiveness administrative personnel, as well as other classified personnel.

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- Provide leadership and guidance on the assessment of the instructional programs within the college.
- Develops and coordinates in-service training and staff development for personnel with a focus on planning, research and evaluation for student success.
- Develop a relationship with the State Chancellor’s Office Institutional Effectiveness Division.
- Serves as College Liaison with the District Office and other educational institutions on all matters relating to the College’s research and assessment program, and other related functions as assigned.
- Assists the College President in maintaining compliance with Federal, State and local regulations, including District policies and procedures.
- In collaboration with the college’s executive team coordinate, develop and present the college’s annual reporting functions including but not limited to: SSSP, ACCJC Annual Report, IEPI, Equity Plan.
- Provides leadership for the development and revision of the College’s Institutional Master Plan, and the development of instructional short- and long-term goals.
- Assumes leadership of, or serve on, College and District councils and committees as required and represents the College in meetings of the community, other educational institutions, and agencies as required.
- Performs other duties as assigned by the President.

MINIMUM QUALIFICATIONS

1. Possession of a Master’s Degree from an accredited college or university.
2. One year of formal training, internship or leadership experience reasonably related to the administrator’s administrative assignment.
3. Knowledge and proficiency in the operation and use of personal computers utilizing various software applications (i.e., word processing, spreadsheet and database management software) including the Internet.
4. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges’ students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

1. Possession of a Ph.D. or Ed.D. degree from an accredited college or university.
2. Experience in instructional research design and its integration into learning outcomes and program review for continuous improvement.

Ability to:

- Plan, organize, control and direct operations and activities involved in the research, review, analysis, interpretation and reporting of data and information used in assessing institutional effectiveness, assisting with College planning, accreditation, program reviews, student learning

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outcomes, and decision-making, and determining implications of College practices, policies, measures and procedures.

- Coordinate, develop, implement and conduct projects, surveys and studies in support of institutional assessment, planning, research and decision-making.
- Supervise and evaluate the performance of assigned personnel.
- Coordinate, develop and maintain decision-making support and reporting systems and procedures.
- Prepare a variety of mandated and requested College, State and federal reports that pertain to the institution's student equity, SSSP plans, IEPI, and ACCJC.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports, records and files related to assigned activities.

ENVIRONMENTAL DEMANDS

Occasional work performed alone. Constant work around and with other people.

PHYSICAL ABILITIES

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Typical physical abilities for this position are:

- Prolonged and frequent sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping
- Moderate to heavy usage of hands in grasping, repetitive hand movement and finger coordination in keeping records and preparing reports using a computer keyboard.
- Speech and hearing to communicate effectively in group settings and by telephone to students, faculty, staff, and others.

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Job Description: Vice President of Institutional Effectiveness – Planning, Research and Evaluation for Student Success

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Approval: