

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: **CLASSIFIED**

CLASS TITLE: **DIRECTOR – INSTITUTIONAL
EFFECTIVENESS & STUDENT
SUCCESS**

SALARY TABLE: **30**

SALARY RANGE: **154**

BASIC FUNCTION:

Under the direction of an assigned administrator, 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. 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.

ESSENTIAL DUTIES:

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.

Collect, present and discuss meaningful data that contribute 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 SSSP Plan with the college's strategic 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. 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 on research results with specific impact on student success.

Serve as a resource on the Institutional Effectiveness Committee, the Student Success Support Program (SSSP) Committee, the Student Equity Committee and the SLO Committee to advise 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. Coordinate and participate in the development and analysis of related data. Serve as a resource as requested to the College Planning Council. 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.

Prepare and deliver written and oral presentations on the findings, results, implications and recommendations of research studies related conducted in support 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.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures; assure employee understanding of established requirements.

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.

Operate a variety of office equipment including a computer and a variety of specialized systems and software; participate in developing, selecting and upgrading computer systems as directed; drive a vehicle to conduct work.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of institutional assessment, research and planning.

Organization, policies and objectives of projects, surveys and studies used in assessing institutional effectiveness, assisting with College planning, accreditation, program reviews, student learning outcomes, and decision-making, and determining implications of College practices, policies, measures and procedures as they pertain to achieving the goals and objectives in the college's student equity and SSSP plans.

Advanced principles, practices, procedures, theories, models and techniques involved in the research, collection, analysis, interpretation and reporting of statistical data.

Methods to extract information needed to conduct research studies from enterprise resource planning (ERP) systems.

Data collection information systems.

Knowledge and experience in using statistical software used in institutional research.

Computerized and manual data collection, management, manipulation and distribution requirements for analysis and reporting functions.

Practices, procedures and techniques involved in the design, development and implementation of projects, surveys and studies in institutional assessment, planning, research and decision-making.
Principles, methods and procedures of operating computers and peripheral equipment.
Applicable laws, codes, regulations, policies and procedures.
Survey, study and statistical analysis instruments, techniques and methodology.
College organization, operations, policies and objectives.
Principles and practices of administration, supervision and training.
Budget preparation and control.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

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

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in education, mathematics, social sciences or related field and six years increasingly responsible experience involving statistical research, review, analysis, interpretation and reporting including work with institutional assessment, research and planning functions.

Strongly desired experience with a combination of the following: Ellucian Banner, Oracle, Google Drive, all Microsoft Office tools (especially Excel and/or Access), Tableau, SPSS.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Regular operation of a computer keyboard, calculator, and other normal office equipment.

Reading a variety of complex materials.

Ability to remain in a stationary position (sitting or standing) for extended periods of time.

Communicating and expressing oneself clearly on a variety of educational topics in conversation with, and presentations to, staff, students, and members of the community.

Hearing and speaking to exchange information.

Bending at the waist, kneeling or crouching.

Mobility to reach various campus locations.

Reaching overhead, above the shoulders and horizontally.

Lifting, carrying, pushing or pulling objects as assigned by the position.

Sensitivity to and understanding of the diverse academic, socio-economic, cultural, linguistic, disability, and ethnic backgrounds of Community College Students.