



## **JOB TITLE: DIRECTOR, RESEARCH AND PLANNING**

Classification: Classified Administrator  
Salary Range: 13

Retirement Type: PERS\*  
Revised/Board Approved: November 15, 2021

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### **BASIC FUNCTION:**

Under the direction of a senior level administrator, the Director of Research and Planning provides leadership, coordination, to the implementation of El Camino College's planning process, institutional research initiatives, and institutional effectiveness activities. This position also supports the college's accreditation process. The Director leads the District's planning efforts for both its Comprehensive Educational Master Plan, Annual Planning, Program Review, and Strategic Vision. The Director also provides leadership for institutional research that enables the college to measure the institution's effectiveness, equity, enrollment, campus climate, internal and external environments, and other metrics of the college's effectiveness in achieving its mission.

### **REPRESENTATIVE DUTIES:**

Effectively provide leadership to El Camino College's integrated institutional planning processes.

Leads, coordinates and implements, in cooperation with other staff, the District's strategic vision and master planning processes and assures the linking of the planning process to the college's allocation of resources via the program review process in support of the college mission.

Leads the design and facilitation of the planning sessions with large and small groups. Ensures planning sessions are supported by relevant data produced through sound institutional research.

Leads and coordinates activities related to the evaluation and accomplishment of institutional goals stated in the Strategic Vision, Program Reviews, the Comprehensive Master Plan, and the Accreditation Self-Study.

Serves as a key member and/or chair of assigned committees (e.g., Planning and Budget Committee).

Effectively provide leadership, collaborate and communicate with faculty, administrators, and staff to provide research, analysis and reporting of institutional statistics, internal and external administrative reports, student enrollment and profile data, and program review.

Plan, coordinate and implement institutional research projects; design and execute surveys and research projects that will provide information about the District, students, and programs offered for administrative decision-making, institutional reporting and publications.

In collaboration with faculty and administration works to evaluate the effectiveness of instructional and non- instructional programs and services and to conduct classroom research.

Provides expertise in the identification of primary institutional, local, State and national demographics, economic trends and other data to be used in research projects, reports, instructional planning and development.

Designs, maintains, manipulates and queries specialized databases and information systems for research, planning, and institutional accountability.

Maintains research data warehouse system and an indexed archive of information and reports suitable for responding to surveys, questionnaires, and federal and state data collection or accountability requirements.

Provides technical and analytical support to administrators, faculty, staff, and committees in research and planning-related activities.

Evaluates and responds to requests originating inside and outside the institution. Compiles, completes and submits local, state and federal reports as required.

Develop and administer the office budget; and train, supervise, and evaluate the performance of assigned staff.

Hires, trains, and develops staff. Schedules, assigns, and prioritizes workloads. Sets appropriate goals, priorities, and deadlines. Ensures timely completion of unit work. Evaluates employee performance and provides guidance and feedback.

Perform related duties as assigned.

### **JOB QUALIFICATIONS:**

#### Education and Experience:

Master's degree in a specialization involving social science, higher education, social or educational research, psychology or a related field and three years of research experience.

Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic backgrounds of students and of persons with disabilities.

Demonstrated understanding of the following in previous positions: the principles of administration, supervision and training; planning and organizing work; accessing information; evaluating programs and personnel; communicating effectively orally and in writing; budgeting and managing funds; departmental needs in the context of the planning, research, and institutional accountability; and working collaboratively with others.

### **OTHER QUALIFICATIONS:**

#### Knowledge/Areas of Expertise:

Proven innovator who can apply theory to solutions for such challenges as enrollment management, effective pedagogy, and new program development.

Communicator who can convey information to those he/she leads, and those he/she supports.

Research theory and methodology; advanced applied statistics; report writing; survey design.

Critical thinker who recognizes and can advance the role of his/her division in supporting student success.

Knowledge and experience in leading comprehensive master planning, annual planning, and program review.

Knowledge and experience with facilitation techniques in leading a committee/group through the research, decision making, and/or investigative process.

Familiar with State and Federal accountability reporting requirements for California Community Colleges.

Requires knowledge and experience in “transformational change leadership” in higher education institutions.

Understanding of computer software associated with research, such as spreadsheets, statistical software, data warehousing, databases, inter/intranet, operating systems, and the integration of the above.

Accreditation standards as it pertains to planning, research, and data to support the process.

#### Abilities/Skills

Leadership skills to create a sense of purpose and vision for the areas under her/his authority.

Lead, plan, organize, and conduct analytical studies in various methodologies.

Establish and maintain strong working relationships with faculty, administrators, staff and students;

Facilitate groups and build consensus; analyze and interpret complex data; effectively communicate verbally and in writing;

Problem solver who can work with her/his peers and members of the division to gather relevant data, examine root causes, generate recommendations and implement solutions.

Must be able to exercise good judgment, diplomacy, and patience; operate a variety of research and analysis-related computer application programs;

Meet schedules and timeframes; and apply research theory logically, creatively, and reasonably that will translate into achievable designs in the educational setting.

Ability to prioritize and execute a wide range of projects simultaneously.

#### **WORKING CONDITIONS:**

Office work environment.

Hand and finger dexterity for computer use.

Hours in front of a computer monitor.

May have to move from one work area to another as needed.

Attend multiple meetings.

Extended periods of sitting.

\* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.