

# CLASSIFICATION SPECIFICATION

## Director of Planning and Institutional Effectiveness

FT/PT Class Code: 3078, 3578

Pay Grade: B/C 23 FLSA Exempt

Rev. 09/04/19

**SUMMARY STATEMENT:** An incumbent is responsible for providing Collegewide vision and administrative leadership for planning and assessment, including providing guidance and consultation to Vice Presidents, Deans/Directors, faculty, Campus Assessment Coordinators, etc.

### **NATURE AND SCOPE:**

An incumbent performs duties under the direction of the Vice President for Institutional Effectiveness and Development and in collaboration with the Vice President for Academic Affairs. A significant aspect of this work is to provide vision and administrative leadership, including planning, budgeting, and oversight for the College's Institutional Effectiveness structure and the College Planning Structure to ensure the highest possible institutional quality. The position interacts with internal and external stakeholders, administrators, faculty and staff.

### **PRINCIPAL ACCOUNTABILITIES:**

***An incumbent may perform any combination of the below listed accountabilities:***

### **ASSESSMENT:**

1. Provides leadership, oversight, coordination, and training for the College's Institutional Effectiveness Plan, including Mission Goal Outcomes Assessment, College-wide Educational Support Outcomes Assessment (ESOA), and College-wide Student Learning Outcomes Assessment (SLOA). Designs and refines assessment guidelines. Prepares annual goals and develops an annual budget request in support of those annual goals.
2. Provides consultation and guidance to the Vice Presidents, Associate/Assistant Vice Presidents, Deans/Directors, and Campus Assessment Coordinators on assessment and planning related to best practices, standards, trends, and issues. Develops new or adapts existing policies and processes for administrative approval to address changes in higher education trends and/or reporting requirements.
3. Works with academic department chairs, administrative department heads, and campus assessment coordinators, and College-wide planners in developing, maintaining, and conducting effective SLOA and ESOA activities.
4. Manages the Assessment Management System database, including providing innovative analysis, application of the data, and generation of reports to inform decision-making. Provides leadership to support a strong culture of continuous improvement and data-driven decision-making.
5. Works in conjunction with the Director of Research and Analytics to develop and obtain a variety of qualitative and quantitative assessment mechanisms to support College-wide and campus-wide assessment. Recommends and oversees the administration of national surveys, such as the CCSSE, and collaborates with divisions and departments to ensure utilization and communication of related data. Plans, develops, and approves effectiveness surveys and other studies to support assessment activities.

**PRINCIPAL ACCOUNTABILITIES, cont'd:**

6. Plans and conducts workshops to assist faculty and staff in conducting effective and meaningful assessment activities.
7. Manages content on the public-facing Institutional Effectiveness webpage, as well as the employee portal page, to provide access to assessment and planning processes and documents.
8. Chairs the College-wide Assessment Committee, College-wide Planning Council, College-wide SLOA, College-wide ESOA, and College-wide CCC Committees. Convenes and chairs all meetings of the groups and prepares materials needed by members in conducting the work of the committees. Provides follow-up to group actions as needed. Provides assistance with the campus planning process as needed.
9. Maintains current knowledge about assessment programs, activities, and mechanisms, including maintaining awareness of and promoting “best practices” of assessment and institutional effectiveness.

**PLANNING:**

10. Prepares and submits the College Long-Range Plan, Annual Achievement Report, and College Strategic Agenda to the administration. Prepares annual goals and an annual budget request. Provides annual updates.
11. Enters relevant information into the College Planning Database and uses the information to produce reports.
12. Completes special assignments and projects as assigned.
13. Supervises support staff as assigned.
14. Performs other related duties as required.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- ◇ Knowledge of the outcomes assessment principles and practices in higher education.
- ◇ Knowledge of strategic and long-range planning principles and practices in higher education.
- ◇ Knowledge of current accreditation policies and practices in higher education.
- ◇ Knowledge of word processing, spreadsheet and database management software.
- ◇ Analytical, organizational, and interpersonal skills.
- ◇ Ability to manage multiple priorities and tasks.
- ◇ Ability to communicate effectively, both orally and in writing.
- ◇ Ability to effectively communicate subject matter content and to relate to a diverse population in a multicultural environment.

**MINIMUM QUALIFICATIONS:**

- ◇ Bachelor's degree in a relevant field.
- ◇ Four (4) years of relevant experience.