

# **Director, Institutional Research and Reporting**

## **District Office**

### **Kern Community College District**

#### **JOB DESCRIPTION**

#### **Definition**

Reporting to the Chancellor, the Director, Institutional Research and Reporting, is responsible for the planning, development and management of District-wide research, analysis and reporting activities. The Director is responsible for disseminating analytical data related to academic, student, and administrative programs; providing technical and analytical support for institutional assessment, planning and decision-making activities; and, designing, maintaining, and manipulating databases and information systems for research, planning, and institutional accountability.

#### **Examples of Duties**

1. Develop and manage the implementation of a District-wide research agenda; coordinate priorities with District and College administrators; and, develop and maintain a system to track, evaluate, assign, and document annual and ad hoc requests and projects.
2. Develop and administer the office budget; and, hire, train, assign, supervise, and evaluate assigned personnel.
3. Develop comprehensive information regarding key performance indicators, characteristics of students, employees, and the community, as well as current trends in education to be utilized in the District's decision-making processes.
4. Conduct or coordinate the appropriate quantitative and qualitative research design and statistical techniques to collect, prepare, and maintain data in the preparation of periodic reports related to enrollment management, matriculation, assessment, evaluation, curriculum, student outcomes, student and staff demographics, and other related measures.
5. Provide direction in the design and implementation of studies related to the development and feasibility of new facilities, academic programs, and other programs and services related to student access and success, as well as institutional effectiveness.
6. Coordinate the development of an extensive local Data Element Dictionary for Data Warehouse Store similar to the comprehensive California Community Colleges (CCC) Management Information System (MIS) Data Element Dictionary.

### Example of Duties (continued)

7. Coordinate the collection of data for statutory reporting requirements; develop appropriate models of outcome measures, and prepare comprehensive reports for documenting progress toward District, state, and federal accountability standards.
8. Prepare and revise reports with accompanying tabular, graphic, and statistical content, descriptions of analytical methods used, and narrative of findings and conclusions.
9. Coordinate user implementation of reporting solutions; provide user training; assist users in solving problems related to data.
10. Serve as the District resource for comprehensive information regarding key performance indicators, characteristics of students, employees, and the community, as well as the current trends in education, which would be utilized in the District's decision-making processes.
11. Operate a variety of software packages for data management, statistical analysis, graphics, and word processing.
12. Perform other duties as assigned within the scope of the position.

### **Qualifications**

- Bachelor's Degree from an accredited Institution and four (4) years of institutional research experience or equivalency based on eight (8) years of demonstrated experience in institutional research.
- Demonstrated proficiency in utilizing computer applications, including statistical analysis, spreadsheet, word-processing, statistical software, and database software.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

### **Knowledge and Abilities**

- Thorough knowledge of general research methodology and standard statistical procedures of sampling, correlation analysis, projections, and other qualitative and quantitative measures applied to education and social research.
- Ability to plan, organize, conduct, and participate in analytical studies using research methodology in an educational setting.
- Knowledge of and experience in database design and related software applications as related to research interpretation and analysis.

## Knowledge and Abilities (continued)

- Ability to work effectively and cooperatively with a diverse faculty, staff, student, and community population in an administrative position.
- Ability to communicate effectively both orally and in writing.
- Demonstrated ability to produce significant reports/documents.
- Ability to interpret, articulate, and communicate a variety of regulations, policies, and procedures.

## **Working Conditions**

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1

Often—51-75 percent = 3

Occasional—25-50 percent = 2

Very Frequent—76 percent and above = 4

<b>Ratings</b>	<b>Essential Physical Requirements</b>
4	Ability to work at a desk, conference table or in meetings of various configurations.
2	Ability to stand for extended periods of time.
3	Ability to sit for extended periods of time.
3	Ability to see for purposes of reading printed matter.
3	Ability to hear and understand speech at normal levels.
3	Ability to communicate so others will be able to clearly understand a normal conversation.
1	Ability to lift 10 pounds.
1	Ability to carry 10 pounds.
4	Ability to operate office equipment.

## **Status/Rationale**

This is a classified administrator position.

## **Signatures/Approval**

\_\_\_\_\_  
(Employee's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Supervisor's Signature)

\_\_\_\_\_  
(Date)

06/13/2013