



Job Description

Job Title: Dean, Planning, Research & Institutional Effectiveness **JTC: AHT**

Salary Range: E04 **FLSA: Exempt**

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Responsible for leading college activities in institutional effectiveness, planning, research, and institutional outcomes assessment. Additional duties vary according to location needs but include responsibility for supervision of college functions such as strategic planning and student tracking.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Academic leader with a track record of effective academic and administrative experiences in developing strategies to achieve educational goals and objectives maintaining high standards in academics and teaching processes. A visionary, leader, and strategic thinker with demonstrated collaborative and administrative accomplishments.

Academically and experientially qualified to accomplish the vision, mission, and goals of a division, and expected program outcomes; demonstrated experience in teaching, scholarship programs, and student /faculty service at a college or university level. Complies with local and regional educational regulations and accreditation requirements.

Ability to maintain effective communication between students and faculty within a division and/or college, other academic personnel and external community stakeholders. Demonstrated understanding of the educational, cultural and social needs of a diverse student population. Experience interpreting, articulating and implementing a variety of regulations, policies and procedures to ensure compliance with district, state and federal government.

Demonstrated experience in developing and implementing curricula and programs. Keeps up-to-date on the latest trends within the academic community. Strong work ethic and self-starter with ability to manage and prioritize multiple assignments. Experience in operational planning, policy development, and outcome/needs assessment. Ability to utilize technology to access data, maintains records, generate reports and communicate with others.

Experience in shared governance with excellent interpersonal communication and problem-solving skills, and commitments to cultural diversity and inclusion. Demonstrated knowledge of computer applications to support research activities; demonstrated experience in total quality improvement facilitating processes and activities. Must have excellent customer service.



PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

MINIMUM KNOWLEDGE AND EXPERIENCE

Master's Degree or equivalent plus three (3) years of related experience in higher education, administration or private industry. Official transcripts are required. ***Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for research planning that support planning, evaluation, policy formation and program analysis activities related to institutional effectiveness. Assists in the integration of related planning and budgeting activities. Conducts comprehensive studies on targeted topics such as student recruitment, enrollment projection, distance learning, retention, and program effectiveness as requested by administration.

Coordinates the development, implementation, and data analysis of surveys and other information needed to support academic, departmental, and college efforts in assessment. Evaluates learning objectives and develops measurement instruments to analyze outcomes for departments developing IE plans and performance analysis.

Provides college-wide leadership to committees and groups charged with accomplishing a variety of goals and/or tasks and acts as a facilitator with groups assigned responsibility for developing processes related to the accomplishment and measurement of institutional effectiveness goals and outcomes using continuous quality improvement techniques.

Supervises one or more important college functional areas. Assignments vary to meet individual organizational structures but include the following responsibilities: completion of tasks in assigned work area; selecting, training and evaluating designated staff; interpreting, communicating and implementing related policies, procedures, rules and regulations; timely submission of periodic reports; developing and administering budget within allocation.

Assists the college in the development, management and documentation of quality enhancement plans. Must have solid listening, oral and written communications to communicate with a diverse array of stakeholders and constituents within the DCCCD community network.

Performs other duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.