



Job Description

Job Title: Executive Director – Planning, Research & Institutional Effectiveness
JTC: AQH

Salary Range: E07

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 the operational leadership, design, development and strategic plan for the assigned areas of responsibility in a cost-effective and time-efficient manner. Responsible for the day-to-day operation which includes managing committees and staff and developing business plans to accomplish the goals, mission and vision of the District. Responsibilities include financial management, organizational development, staff management, and program operations.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Broad knowledge and experience executing operating strategies and plans, manages staff, sustains the operational financial plan and oversees the administrative management of the organization(s). Demonstrated success to effectively lead change and organizational growth through strategic planning. The ability to analyze strategies to move the organization forward, setting goals, evaluating the process and implementing improvements.

Demonstrated track record of success in an administrative leadership position overseeing the operations of an organization(s) or program(s). Experience and amiable individual who can maintain a solid relationship with executive leadership, administrator, staff and students to achieve the goals of the organization; cultivating a positive work environment. Advanced knowledge of policies and procedures and adheres to high ethical standards when implementing process and improvements to comply with District guidelines.

Excellent analytical skills with exceptional organizational skills and the ability to think strategically and tactfully. The ability to present concepts effectively and influence all levels of the organization and administration. Capable of evaluating options and actions based on trends and conditions in the environment, and the vision and values of the organization.

The ability to attain results through critical thinking, problem-solving, planning, execution and continuous improvement of the organization. Experience solving and assessing problems by identifying the cause, collect, and analyze relevant information, generate possible solutions, and resolve the problem in the best interest of the District.

Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills. Must provide 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 in related field plus four (4) years of experience in work related area. Official transcripts are required. ***Will be subject to criminal background. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for the planning, research, and institutional effectiveness and provides research-based support to the college leaders to strategically plan, implement, evaluate and engage in continuous process improvement efforts to meet the college missions and visions. Provides college-wide research and planning support for accreditation efforts with the Southern Association of Colleges and Schools Commission on Colleges, to include writings report for the required institutional effectiveness standards.

Ensures the organization meets external reporting requirements on time and with accurate data, bringing to the attention of executive management any issues that require review or policy clarifications and modifications. Ensure best practices for using technology for data analysis, and the creation of complex reports and presentations.

Collaborate with internal and external colleagues as well as senior and departmental leaders to identify college initiatives which support state-level programs; with the goal of increasing overall student participation, completion, marketable skills and reduction of student debt. Lead a group of researchers in developing a potential data solution to any problems identified.

Provides leadership in the design, implementation, and evaluation of the college's institutional measurement system. This complex and vital process is key to understanding and tracking the college's progress on key strategic objectives. Lead projects prioritize steps, create milestones and follow projects through to completion and manage multiple assignments and projects, while ensuring the highest level of accuracy and quality.

Supervises and provides leadership to the staff through the selection, hiring, professional development and performance evaluations of assigned staff. Must have strong interpersonal, presentation, oral and written communication skills to interact effectively with a diverse, multi-cultural DCCCD community network.

Supervises approximately 2-15 full-time and adjunct faculty with a budget that will vary.

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.