

EXECUTIVE DIRECTOR OF INSTITUTIONAL EFFECTIVENESS AND PLANNING

Under the administrative direction of the superintendent/president, the executive director of institutional effectiveness and planning provides leadership and coordination for the development, review, and implementation of institutional policies, procedures, and planning documents. This position oversees key institutional processes including accreditation reporting, strategic planning, and participatory governance alignment, and serves as a primary resource for ensuring institutional effectiveness across the college. This position also oversees institutional research.

REPRESENTATIVE DUTIES: The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk *.

BASIC FUNCTION: The duties of this classification may involve performing the most technical and difficult tasks, requiring specialized or advanced skill in one or more areas of the work assigned. The duties below are not inclusive but characteristic of the type of work associated with the class. Individual positions may do all or some combination of the duties listed below as well as other related duties.

1. Provides oversight of the development, review, and regular updating of administrative procedures to ensure compliance with current legal and regulatory requirements.*
2. Participates in the Board of Trustees Board Policy Subcommittee, providing administrative support and coordination for the policy review process.*
3. Serves as the accreditation liaison officer for the college. Prepares a variety of accreditation reports including yearly reports, midterm reports, and the institution self-evaluation report. Works in collaboration with college stakeholders to ensure accuracy, completeness, and timely submission.*
4. Oversees the development, publication, and maintenance of the Institutional Effectiveness Manual.*
5. Collaborates with participatory governance committees to align institutional planning efforts with shared governance processes and strategic priorities.*
6. Coordinates the update and review cycle of the college's strategic plan, ensuring broad engagement and transparency in institutional goal setting.*
7. Oversees the ongoing monitoring of the college's strategic plan action items.
8. Directs the Office of Institutional Research to develop and maintain systems for tracking progress toward strategic goals and objectives.*
9. Oversees MIS and VAR reporting, and the development and submission of the college's 320 reports.
10. Serves as a member of College Council and other governance bodies, providing expertise and guidance on matters related to institutional effectiveness, planning, and policy.*
11. Supports and promotes a culture of continuous improvement through documentation, communication, and capacity building related to planning and effectiveness.*
12. Initiates and maintains effective working relationships with college administrators, faculty, staff, and external agencies as appropriate.*
13. Participates in and provides leadership for all accreditation initiatives and institutional reports.*
14. Manages and provides direct supervision to assigned classified, and supervisory staff; supervisory duties include instructing, planning, and assigning work, maintaining

- standards, coordinating activities, selecting and hiring new employees, acting on employee problems, and recommending employee discipline up to and including termination as appropriate and in accordance with the collective bargaining agreements (CBAs); evaluates the work of subordinates for completeness, accuracy, and compliance; mentors staff, offers advice, and guidance as needed
15. Provides direction for the accreditation process through direct studies and data compilation in preparation for accreditation reviews.*
 16. Works in consultation with the president, vice presidents and deans to promote and coordinate college planning activities.*
 17. May serve on a variety of District committees as requested.
 18. Performs other duties that support the overall objective of the position.

MINIMUM QUALIFICATIONS

EDUCATION/EXPERIENCE:

- Master's degree* from a regionally accredited institution; **AND**
- One (1) year of experience with governance, policy, institutional planning, or accreditation processes; **OR**
- Bachelor's degree* from an accredited institution; **AND**
- Five (5) years of experience with governance, policy, institutional planning, or accreditation processes
- Or, any combination of education and experience which would provide the required qualifications for the position.

*Bachelor's and Master's Degree education equivalency is a 1 to 1 equivalency, one year of responsible work experience related to the classification for each full year (24-30 units) of college.

DESIRED QUALIFICATIONS:

- Work experience in an academic setting, ideally public higher education.
- Excellent written and verbal communication skills and strong organizational skills
- Sensitivity to and an understanding of the diverse academic, socioeconomic, and ethnic backgrounds of staff, students, and the public.

CERTIFICATES, LICENSES, REGISTRATION, SPECIAL AND/OR OTHER REQUIREMENTS:

- May be required to hold and maintain a valid driver license **'if and when'** travel is required in the course of work.
- May be required to travel for various off-site meetings, trainings, conferences, and/or events in support of the overall objective of the position.

KNOWLEDGE, SKILLS, AND ABILITIES: *(May be acquired through education, training and/or experience.)*

Knowledge of:

- District and college policies, procedures, rules, and regulations related to the area of assignment.
- California Education Code and Title V as it relates to the area of assignment.
- Family Educational Rights and Privacy Act (FERPA).
- Rules, regulations, laws, and Board policies, and procedures governing the District.
- Read, understand, interpret, and apply District policies, procedures, rules, regulations, laws, and ordinances pertaining to the specific responsibilities of the position.
- Federal, state, and local laws pertaining to higher education.
- Accreditation standards and practices
- Principles and practices of effective management and supervision.

- Supervisory and managerial concepts and principles.
- Project management principles.
- Organizational effectiveness methods and tools.
- Theories, principles, and best practices in supervision and training of assigned staff.
- Modern office practices and procedures including technical report writing techniques.
- Proper spoken and written English usage.
- Elements of proper grammar usage, spelling, vocabulary, and punctuation.
- Composing, proofreading, and preparing correspondence.
- Record-keeping, filing, file sharing, and filing system methods and techniques.
- Effective communication skills both verbally and in writing.
- Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint).

Ability to:

- Independently perform the essential responsibilities of the position.
- Understand and apply District and department policies and procedures.
- Integrate local, state, and federal laws and regulations.
- Ensure compliance with all laws, regulations, and policies through effective office supervision and leadership.
- Interpret and apply District policies, rules, regulations and procedures of the District.
- Plan, organize, and coordinate complex institutional projects.
- Analyze and synthesize qualitative and quantitative data.
- Draft and edit policy and planning documents.
- Provide effective leadership in a collaborative governance environment.
- Update and maintain files, file sharing, filing systems, and records accurately and completely.
- Compose correspondence and reports.
- Use discretion and handle students, staff, and faculty in a diplomatic manner.
- Evaluate alternatives and develop sound conclusions and recommendations.
- Read, understand, interpret explain, and apply federal, state, and local policy, law, regulations, and court decisions related to the area of assignment.
- Exercise sound, expert independent judgement.
- Help ensure compliance with all laws, regulations, and policies through effective supervision and leadership.
- Plan, organize, and prioritize workload to meet schedules and timelines.
- Independently apply good judgment in making decisions.
- Make public presentations.
- Understand and carry out verbal and written instructions and direction.
- Effectively communicate both verbally and in writing.
- Exercise problem solving and critical thinking skills related to the scope of authority.
- Utilize computer software programs, applications, and databases; computer hardware and peripheral equipment related to the area of assignment.
- Communicate with students, staff, and the public in person and via a variety of communication modalities using various technology resources.
- Work with diverse populations.

RELATIONSHIPS WITH OTHERS:

The incumbents in this class are in daily contact with department, college, District faculty, staff, administrators, students, vendors, financial institutions, auditors, management and staff from other educational institutions, and the public, as needed.

SUPERVISION EXERCISED and/or RECEIVED:

The incumbent in this class provides work direction to assigned managers and classified staff, student workers, student assistants, and/or short-term, temporary employees.

The incumbent in this class receives general supervision from the assigned manager or other administrative superiors. Supervision is provided regarding interpretation and application of District, college, and/or department policies and procedures, applicable state and/or federal regulations. Work is usually performed independently and reviewed by supervisors as needed to ensure accuracy, completeness and compliance with practices and regulatory standards. Incumbents in this class follow policies and guidelines as outlined by the District, college and/or departmental procedures, policies, and directives.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Physical Demands**

While performing the duties of this classification, the incumbent is regularly required to sit, walk, and/or stand, speak or hear, both in person and by telephone. Use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and occasionally lift and carry up to 25 pounds. must frequently sit and/or stand for long periods of time; dexterity of hands and fingers to operate a variety of computer and office equipment, The incumbent may be required to bend at the waist, kneel and/or crouch; move about the college or District site(s). Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

- **Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; use math/mathematical reasoning; perform highly detailed work under changing priorities and deadlines on multiple concurrent tasks; work with frequent interruptions, and interact with District and/or college faculty, staff, management, administrators, students, educational institutions, and others encountered the course of work.

WORK ENVIRONMENT AND CONDITIONS:

- **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent works under typical office conditions, and the noise level is usually quiet.

- **Working Conditions**

Work is performed primarily indoors where minimal safety considerations exist.

Butte Glenn Community College District (BGCCD) IS AN EQUAL OPPORTUNITY EMPLOYER:

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Butte Glenn Community College District is committed to creating a diverse workforce focused on equity, inclusion, and accessibility for all faculty, staff, administrators, managers, and students. The District is dedicated to building an environment that supports our diverse student populations providing opportunities to mentor, encourage, and prepare our students to be successful in the world and expose them to global perspectives. Our District community of professionals is devoted to enriching our students' lives by bringing to light a variety of ways to engage and discover their individual and collective paths through education.

BGCCD is committed to the principles of equal employment opportunity. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subject to discrimination in any program or activity of the District on the basis of ethnic group identification, race, gender, color, language, accent, citizenship status, ancestry national origin, age, sex, religion, sexual orientation, gender identity, parental status, marital status, veteran status, physical or mental disability or medical condition, or on the basis of these perceived characteristics.