

**Dean, Institutional Effectiveness**  
**Bakersfield College**  
**Kern Community College District**  
**JOB DESCRIPTION**

## **Definition**

The Dean of Institutional Effectiveness is responsible to the President and has broad accountability, within the participatory governance framework, for the strategic and annual planning and assessment processes and related institutional research, supporting institutional initiatives, and research that supports external reporting like the accreditation process, and other assigned functions associated with institutional effectiveness and maintaining quality programs and services

Under the authority and supervision of the President, the Dean of Institutional Effectiveness engages in the strategic and annual planning processes; institutional research in support of planning, reporting, assessment, and other institutional requirements; external and specified internal reporting on institutional performance; and supports the College's reaffirmation of accreditation process. The Dean is responsible for providing useable management information to key constituents in support of data informed planning, decision making, and policy formulation.

## **Examples of Duties**

1. Provide oversight and direct coordination for the institutional planning and assessment processes that result in continuous improvement.
2. Provide leadership for professional development activities that support institutional effectiveness and ongoing assessment.
3. Evaluate the performance of the Institutional Effectiveness and Research Office staff and provide professional development opportunities.
4. Develop and sustain a useable management information system that will support data-informed planning, decision making and policy formulation.
5. Provide leadership and coordination for accreditation reporting.
6. Act as a liaison with District, state and federal governing agencies regarding areas of assignment.
7. Supports and facilitates a comprehensive program of assessment for all areas of the college.

### Examples of Duties (continued)

8. Support a culture of evidence and compliance through research and institutional effectiveness strategies.
9. Administer a broad range of research and reporting activities to support the effectiveness of the college.
10. Provide accurate, timely and useable for both internal and external reporting functions.
11. Provide direct supervision for the Office of Institutional Effectiveness and Research.
12. Administer grant and/or general funds to achieve expected outcomes.
13. Serve on College and District committees as appropriate.
14. Other duties as assigned.

## **Minimum Qualifications**

- Require a minimum of a Master's Degree, preferably in an area related to the assignment.
- Five years of full-time experience, including three years of leadership experience in a reasonably related assignment.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

### Desirable Qualifications

- Proven experience with data research in higher education.

## **Knowledge and Abilities**

### Knowledge of:

- Mission of the California Community Colleges.
- Laws, rules regulations and codes related to assignment.
- Principles of employer-employee relations.
- Principles of personnel and budget management.
- Modern office practices, procedures and equipment.

## Knowledge and Abilities (continued)

### Ability to:

- Apply and interpret laws, rules and regulations affecting community colleges.
- Formulate policies and procedures.
- Coordinate and facilitate meetings.
- Compile clear, accurate reports and surveys.
- Manage multiple priorities and projects.
- Effectively communicate both orally and in writing.
- Establish and maintain cooperative and effective working relationships.
- Analyze situations and adopt an effective course of action.
- Exercise leadership and provide effective supervision.
- Perform high level professional accounting work in the analysis, maintenance and auditing of accounts affecting college-wide operations.
- Facilitate change in a productive and positive manner.
- Foster teamwork and to establish consensus.

## **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.
4	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
3	Ability to hear and understand speech at normal levels.
4	Ability to communicate so others will be able to clearly understand a normal conversation.
2	Ability to lift 10 pounds.
2	Ability to carry 10 pounds.
3	Ability to operate office equipment.

## Status/Rationale

This is an educational administrator position. This position has direct responsibility for formulating and implementing policy regarding the instructional and student services program of the Colleges and the District.

## Signatures/Approval

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

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

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

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