Director, Academic Planning & Evaluation

FLSA Status: Exempt
Pay Grade: 23
Job Title ID: 232501
Job Series/Job Family: Academic Program Support Series / Academic Planning, Development, & Evaluation

Reports To

Associate Vice President, Academic Planning, Development, & Evaluation

Job Purpose

To direct, plan, develop and manage the College's academic assessment, planning, and evaluation processes; to provide leadership and oversight for all Academic Affairs master planning processes and activities. This includes development, coordination, and updates to the Academic Master Planning Process and to direct and supervise the educational program effectiveness review process and associated evaluation activities.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Directs, coordinates, and evaluates program evaluation and academic planning activities for the Academic Affairs of the College.
2. Develops and ensures the consistent and appropriate application of relevant administrative rules, including assessment of instructional programs, master planning, and quality improvement, in support of the Academic Master Plan, equipment and software needs, again in support of master planning and evaluation and preparation of reports as required.
3. In association with the office of Instruction, develops and oversees training/professional development activities related to educational programs, evaluation, assessment, and planning.
4. In conjunction with the Provost's assessment office, helps manage and promotes the effective application of student learning outcomes assessment to promote instructional goals and objectives conducive to student success.
5. Manages the efforts of administrators, faculty and staff to develop, coordinate, facilitate, schedule, and monitor assessment activities for the Academic Affairs Division of the College.
6. Supervises and manages assigned staff; develops priorities and assigns tasks and projects as appropriate.
7. Directs the District's efforts to establish and maintain continuous alignment of assessment, planning, review and effectiveness evaluation process for the areas of Academic Affairs in the administrative purview of the Provost.
8. Supervises the conduct of an annual program of specialized studies to study their effectiveness in promoting student success.
9. Supervises ad hoc evaluation teams to assess and evaluate impact of implemented Academic Master Plans as directed by the AVP for Academic Planning, Evaluation, and Development.
10. Manages the collection of improvement plans and monitors their progress for educational programs/disciplines/departments and instructional units. This includes ensuring that the results of college wide assessment activities areas used for the improvement of teaching and learning to enhance student success.
11. Develops and maintains computer programs to capture, organize and access required data and produce reports to support academic planning and assessment.
12. Coordinates staff support for Academic Affairs wide evaluation, assessment t and planning committees.
13. Communicates all relevant information and activities with the staff of the office of the Coordination of

Accreditation by the Southern Association of Colleges and Schools Commission on Colleges.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- The comprehensive mission and philosophy of community colleges.
- Principles and practices associated with Servant-Leadership.
- Database management, statistical data interpretation and application of state of the art information technology as applied to student success and evaluation.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule, including some evenings and weekends.
- Effectively using interpersonal and communication skills, including tact and diplomacy.
- Effectively using organizational and planning skills, including working on multiple projects.
- Working in a collaborative manner with colleagues both in and outside of the College.
- Effective public speaking and presentation in front of small and large diverse groups.
- Maintaining confidentiality of work related information and materials.

Computer Skills

Required

- Demonstrated proficiency using advanced office software applications.

Physical Requirements

Required

- Subject to standing, walking, sitting, bending, and reaching.
- Work is normally done in an office environment.

Work Experience

Required

- Three years related work experience.

Education

Required

- Master's degree in related field.

Licenses/Certifications

Required

- Valid Texas Driver's License.

Other

Required

- Reliable transportation for district travel.

Safety

Required

- Provide resources for safe operation of units. Provide financial and human resources to help eliminate identified safety hazards. Create and support a workplace safety culture by leadership and example.