

Yuba Community College District

Human Resources Development and Personnel Services

Building 100A, Room No. 21

2088 North Beale Road, Marysville, CA 95901

TDD (hearing impaired): (530) 634-7760

Visit our WEB SITE at: www.yccd.edu

EDUCATIONAL ADMINISTRATIVE VACANCY – RE-EXTENDED

POSITION: DIRECTOR OF INSTITUTIONAL EFFECTIVENESS
LOCATION: YUBA COLLEGE
SALARY: \$73,373 - \$85,086/YR. (RANGE 32, Yuba Community College Management Salary Schedule)
(Initial placement will not be higher than the above listed salary, the top step for this position is \$98,768)
FINAL FILING DATE: WEDNESDAY, APRIL 26, 2006 BY 12:00 NOON. (POSTMARKS ARE NOT ACCEPTED) (YOUR APPLICATION MUST BE SUBMITTED IN DUPLICATE, AN ORIGINAL AND ONE COPY)
COMMENCING: On or about July 1, 2006

GENERAL DESCRIPTION: The Director of Institutional Effectiveness is an academic administrative position reporting directly to the Vice Chancellor for Educational Planning and Services. The Director develops, conducts, and implements planning and research activities to support the District and its colleges in achieving identified goals and in positively impacting student outcomes.

REPRESENTATIVE DUTIES:

- Plans, designs, and executes research projects to provide information on District and/or college trends and operations, including the analysis of fiscal, faculty, staff, student, and demographic information and student outcomes.
- Develops, implements, and enhances research related databases to support the production of research documents.
- Working with the Vice Chancellor for Educational Planning and Services, determines the appropriate methods for gathering, presenting, and reporting data regarding the operations of the District.
- Prepares and conducts surveys and needs assessments, including conducting focus groups, and the subsequent analysis of the information gathered necessary to prepare reports required by the District.
- Serves as a resource to the District and colleges regarding the planning, analyzing, and reporting processes to be used in research pursuits.
- Provides formal and informal in-service training to support District and college staff in research/evaluation/survey design and statistical methods, including the selection of appropriate software.
- Maintains a computerized research document library.
- Keeps abreast of legislative and statewide actions that have implications for research and evaluation programs at the community college level and of new developments and technology regarding information, analysis, planning, and reporting systems.
- Provides support for the District institutional effectiveness efforts in the development and revision of institutional plans, the implementation of program review processes, and the preparation of accreditation self-studies.
- Makes recommendations to staff regarding directions the District should take in the areas of educational analysis, reporting, and planning.
- Supervises assigned staff and may supervise faculty assigned research responsibility at one or more of the Districts' campuses.
- Serves on or chairs committees or project teams such as Institutional Effectiveness and Student Learning Outcomes.
- Carries out other duties assigned.

MINIMUM QUALIFICATIONS:

- Possession of a Master's Degree by the date of hire, AND
- One (1) year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

PREFERRED QUALIFICATIONS

Education:

- A master's degree in a research orientated discipline or related field from an accredited institution of higher education or the equivalent that may include course work in statistics, research and statistical design and analysis, program evaluation techniques, technical report writing, assessment procedures, and survey methods.

Experience:

- Two years of experience performing and coordinating institutional research, planning, and assessment activities.

Knowledge and Abilities:

- Knowledge of research and design, including standard statistical procedures related to sampling, correlation analysis, projections, instrument design, qualitative measures as applied to educational research and database design.
- Demonstrated ability to use research related computer systems and statistical software packages.
- Knowledge of web based reporting and survey administration.
- Knowledge of assessment of student learning outcomes.
- Demonstrated ability to clearly organize and present information.
- Demonstrated ability to communicate effectively both orally and in writing.
- Demonstrated ability to direct and evaluate the work of others.
- Demonstrated ability to work as a team member on projects related to college planning and institutional research/evaluation.
- Demonstrated ability to work and communicate effectively and tactfully with administrative and professional staff, public and private agencies, and community organizations.
- Demonstrated sensitivity to, and ability to work with, diverse racial, ethnic, gender, disabled, and cultural populations.

WORKING CONDITIONS: Smoking is restricted in many areas of the Yuba Community College District. Woodland Community College is a tobacco free campus.

PRE-EMPLOYMENT REQUIREMENTS: All prospective Academic, Administrative and Classified employees shall be required to provide fingerprints (Livescan) to the District for the purpose of obtaining a criminal history as authorized by the California Education Code and all fees are the responsibility of the selected candidates.

EQUAL EMPLOYMENT: Yuba Community College District is an Equal Employment Opportunity Employer and guarantees equal opportunity regardless

of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age or sexual orientation and does not discriminate in its educational programs, in employment nor in any other of its activities.

INTERVIEW: A candidate selected for interview will be required to visit Yuba College at his/her own expense upon a date selected by the District. Meeting the minimum qualifications does not guarantee an interview.

BENEFITS: The District provides health, dental, vision and life insurance for employee, spouse and dependents. The District and the employee contribute to the State Teachers' Retirement System.

APPLICATION PROCEDURE AND DEADLINE: Applications are available from the Yuba College Personnel Office, 2088 North Beale Road, Building 100A, Room 21, Marysville, CA 95901, OR TDD (530) 637-7760 OR visit our web site at: www.yccd.edu This position will remain open until at least **WEDNESDAY, APRIL 26, 2006**, but may continue beyond this date and may be closed at any time thereafter at the option of the Screening Committee. **All application materials, including the completed Yuba Community College District Administrative Application, Resume, Transcripts, Role Statement, Diversity Statement, and a Cover letter/letter of interest, must be received in order for the application packet to be considered complete.**

TIMELINE: Applications are not screened by the Screening Committee until 5 days after the position closes. A tentative interview date has been scheduled for the month **May 2006**. Before a person can be hired with the District, the candidate's name must go to our monthly scheduled Board meeting; the proposed date for this position is scheduled for **June 2006**. If the Personnel Office hasn't contacted you by the date of the tentative interviews, our office will send out letters; however we cannot send any letters until the Board of Trustees has approved the hire.

This position is anticipated to be assigned to Yuba College but may be assigned temporarily or permanently within the District.

IF YOU NEED REASONABLE ACCOMMODATION TO APPLY FOR THIS POSITION, please contact the Personnel Office at (530) 741-6975 OR TDD (530) 634-7760. Leave your name, mailing address, and a daytime telephone number and application materials will be mailed to you.

EMPLOYMENT INFORMATION

1. To be considered a candidate for an Administrative Position in the Yuba Community College District: (a) you must return a **fully completed Yuba Community College District Application, Resume, Transcripts – All - Graduate/Undergraduate, Role Statement, Diversity Statement and a Cover letter/letter of interest, must be received no later than the Final Filing Date. Submission of these materials is the candidate's responsibility.**
2. Candidates wishing to apply for more than one (1) position must submit a separate application & required materials for each position.
3. A Selection Committee will screen applications that meet Minimum Qualifications. All initial interviews will be conducted after the filing deadline date. **Meeting the minimum qualifications for a position does not assure the candidate of an interview.**
4. **Unless otherwise stated, interviews are held at Yuba College, Marysville, California. Second interviews may be required for selected candidates.**
5. In the interview, consideration will be given by the Selection Committee to factors other than education and experience, including, but not limited to, apparent personal development, ability to work with others, initiative, and sensitivity.
6. Candidates should not expect official notification of the status of their candidacy until the administration has acted upon the Selection Committee's recommendation for employment.
7. The College reserves the right to investigate past employment records, including contacting of former employers.
8. The College reserves the right to re-advertise the position or to delay indefinitely the employment of a person for a position if it is deemed that applicants for the position do not constitute an adequate Qualified Applicant Pool.
9. The College does not return to the candidate materials submitted in application for a position.
10. As required by the Equal Employment Opportunity Policy of the Yuba Community College District, the Personnel Services and Human Resources Development Office is required to maintain an Equal Employment file which will yield the composition of application flow by ethnic identification, gender and disability. The tear-off tab of the Application Form is provided for this purpose. Completing and returning this form is done on a voluntary basis by the candidate. If returned, the form will be detached from the Application Form and placed in our Applicant Flow File. This information will not be used as part of our recruiting process.
11. Applicants must understand that Yuba Community College District classes are in operation 7:00 a.m. through 10:00 p.m. and that an instructor is subject to a combination day-night assignment. If circumstances dictate, an instructor may also be assigned entirely or partially to classes *throughout the District*.
12. **IMPORTANT:** Any misstatements or omissions of material facts in this application or an interview may be cause for dismissal, if employed.

GENERAL INFORMATION

Marysville is located in the northern Sacramento Valley, approximately 40 miles north of Sacramento, less than a one-hour drive, and approximately a two-hour drive from San Francisco and Lake Tahoe. The area offers many forms of recreational activities ranging from museums to hunting and fishing to boating and skiing. The size of the community and its affordable housing make it an ideal area to live in and raise a family.

Also, California State Universities at Chico and Sacramento and the University of California at Davis are an hour from Marysville.

VISION STATEMENT

The Yuba Community College District is an institution of higher education that prepares its students to meet the intellectual, occupational, and technological challenges of a complex world. The Yuba Community College District is a steward to its communities' educational and cultural well-being. The Yuba Community College District values an education that encourages self-improvement and enables students to contribute to their families and the community. The Yuba Community College District values intellectual and cultural diversity, open communication, collegiality, collaboration, mutual respect, personal integrity, and responsible citizenship. The Yuba Community College District values all collegiate disciplines in relation to life, recognizing the importance of thinking clearly, creatively, critically, and objectively.

PLEASE NOTE: OUR OFFICE IS NO LONGER SENDING OUT APPLICATION PACKETS. WE ARE NO LONGER ACCEPTING ANY FAXED MATERIALS.



Personnel Services
2088 North Beale Road
Marysville, CA 95901

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