

**PARIS JUNIOR COLLEGE DISTRICT
JOB DESCRIPTION**

TITLE: Director	SALARY LEVEL:
DEPT: Institutional Research	JOB CODE:
CLASS: Administration	FLSA STATUS: Exempt
	RETIREMENT ELIGIBILITY: ORP/TRS

PURPOSE: The Director of Institutional Research is responsible for the collection, analysis, and reporting data pertinent to Paris Junior College.

REPORTS TO: Dean of Business Services

SUPERVISES: Secretary III, Institutional Research and Human Resources
Secretary I, Institutional Research, part-time

_MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

1. Ability to communicate effectively, both orally and in writing.
2. Computerized data gathering and statistical analysis skills.
3. Knowledge of IPED's and the Lone Star System desirable.

Education, Experience, and Licensure

1. Master's degree in related field.
2. Minimum three years experience with instructional technology and research computing.
3. Two years experience in a community college setting.

_MAJOR JOB RESPONSIBILITIES

Essential Job Functions

1. Collects student data and report, as requested, within appropriate time frames, such data to federal, state, and local agencies. These reports include IPEDS, SACS Commission on Schools Report, College Board Annual Survey, Equal Opportunity Report, and others.

2. Collects data about academic and vocational enrollments, contact hours and course offerings and report such data to the appropriate agencies as requested.
3. Maintains historical, retrievable records of data collected.
4. Develops data needed for the development of the Paris Junior College Annual Report.
5. Develops and maintains a data book containing important information about PJC and the surrounding area.
6. Participates in standing and special committees.
7. Develops and oversees disbursements of budgeted funds for the department.
8. Prepares, distributes, collects, analyzes, and reports the results of surveys, and other information gathering devices needed for the institutional decision making process.
9. Helps determine the data needs of the College.
10. Determines the procedures necessary to collect the data required to meet the identified needs of the College.
11. Develops and uses the Lonestar cohorts designed for tracking students.
12. Maintains current knowledge in the field of institutional research by attending conventions, seminars, workshops, staff development, and classes relevant to that area.
13. Maintains a level of knowledge of computer hardware and software that will ensure that institutional research will have the ability to produce reports that are both correct and timely.
14. Distributes and collects the forms necessary for teacher evaluation, then scans and reports data collected from the teacher evaluation.
15. Performs other duties as assigned by the Dean of Business Services.
16. Supervises and coordinates duties of area personnel.
17. Assists in the recruitment, employment, and orientation of staff.

18. Responsible for ensuring diversity efforts within area of supervision.
19. Coordinates, supervises and performs evaluation process with all part-time and full-time personnel.
20. Recommends disciplinary action of personnel.
21. Reports or approves absences of personnel.
22. Provides opportunities for staff development aimed at increasing professionalism.
23. Responsible for compliance with Southern Association of Colleges and Schools (SACS) guidelines for area.
24. Displays personal characteristics which reflect positively on the education profession and the College in such ways as:
 - a. Respecting colleagues and observing ethical principles of the education profession.
 - b. Participating in community activities.
 - c. Demonstrating a constructive attitude toward other professional and classified personnel.
 - d. Using appropriate vocabulary free from excessive profanity and slang.
 - e. Displaying use of good judgment, tact, and discrimination.
 - f. Confidentiality of records, information, materials, and office concerns.
25. Demonstrates a knowledge of the subject matter employed by:
 - a. Providing evidence of preparation in the area.
 - b. Being familiar with current research and developments in the area of specialty.
 - c. Maintaining the respect of colleagues in the subject area.
26. Demonstrates leadership qualities:
 - a. Facilitates the solution of problems.
 - b. Instills enthusiasm for professional goals.
 - c. Seeks and encourages new and different approaches to college problems.
 - d. Appraises situations and problems impartially.
 - e. Recognizes staff proficiencies and accomplishments.
 - f. Performs other duties as the President may assign.
 - g. Adheres to statement of ethics.
 - h. Adheres to Paris Junior College covenant for success.

Marginal Job Functions

SPECIFIC EQUIPMENT AND MATERIALS USED

ESSENTIAL PHYSICAL TASKS

ENVIRONMENTAL DEMANDS