PARIS JUNIOR COLLEGE DISTRICT
JOB DESCRIPTION

TITLE: Director
DEPT: Institutional Research
CLASS: Administration

SALARY LEVEL: 
JOB CODE: 
FLSA STATUS: Exempt
RETIREDMENT 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: President

SUPERVISIONS:

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities
1. Ability to communicate effectively, both orally and in writing.
2. Computerized data gathering and statistical analysis skills.

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, THECB Accountability and closing the Gaps data, Legislative Budget Board Performance Measures, Achieving the Dream, National Student Clearing House, and others.
2. Responsible for collection of institutional effectiveness data and assessment and assures all programs/departments are submitting timely and accurate reports on outcomes, assessments and evidence of use of results.

3. Oversees completion of program reviews.

4. Prepares annual break even analysis by instructional program.

5. Collects data about academic and vocational enrollments, contact hours and course offerings and report such data to the appropriate agencies as requested.

6. Maintains historical, retrievable records of data collected.

7. Develops data needed for the development of the Paris Junior College Annual Fact Book.

8. Chairs the Quality Assurance Committee.

9. Participates in standing and special committees.

10. Develops and oversees disbursements of budgeted funds for the department.

11. Prepares, distributes, collects, analyzes, and reports the results of surveys, and other information gathering devices needed for the institutional decision making process.

12. Helps determine the data needs of the College.

13. Determines the procedures necessary to collect the data required to meet the identified needs of the College.

14. Develops and uses the Lonestar cohorts designed for tracking students.

15. Maintains current knowledge in the field of institutional research by attending conventions, seminars, workshops, staff development, and classes relevant to that area.

16. 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.
17. Distributes and collects the forms necessary for teacher evaluation, then scans and reports data collected from the teacher evaluation.

18. Performs other duties as assigned by the Vice President of Business Services.

19. Supervises and coordinates duties of area personnel.

20. Assists in the recruitment, employment, and orientation of staff.

21. Responsible for ensuring diversity efforts within area of supervision.

22. Coordinates, supervises and performs evaluation process with all part-time and full-time personnel.

23. Recommends disciplinary action of personnel.

24. Reports or approves absences of personnel.

25. Provides opportunities for staff development aimed at increasing professionalism.

26. Responsible for compliance with Southern Association of Colleges and Schools (SACS) guidelines for area.

27. Display personal characteristics that reflect positively on the education profession and the College in such ways as respecting colleagues and observing ethical principles of the education profession, participating in community activities, and demonstrating a constructive attitude toward other professional and classified personnel, using appropriate vocabulary free from excessive profanity and slang, displaying use of good judgment, tact, and discrimination, treating records, information, materials, and office concerns in a confidential manner.

28. Demonstrate knowledge of the required subject matter by providing evidence of preparation in the area, maintaining current knowledge of research and developments in the subject area, and maintaining the respect of colleagues in the profession.

29. Demonstrate leadership qualities by instilling enthusiasm for professional goals, recognizing staff proficiencies and accomplishments, adhering to statement of ethics and Paris Junior College covenant for success.
Marginal Job Functions

SPECIFIC EQUIPMENT AND MATERIALS USED

ESSENTIAL PHYSICAL TASKS

1. This position is security-sensitive.

ENVIRONMENTAL DEMANDS