JOB SUMMARY

The Institutional Effectiveness Director is responsible for planning, organizing, and directing the college’s accreditation and strategic planning processes and related reviews.

MAJOR DUTIES

Directs the design and execution of plans for maintaining accredited status for the college, as well as program specific accreditations, certifications and licensures; prepares accreditation documentation files for review by accreditation agency staff; prepares and submits annual reports as required; provides guidance to instruction administration concerning accreditation matters; Provides accreditation training as required; Coordinates and oversees the strategic planning process for the college; advises college administration and other staff on progress, problems, solutions and desirable changes in relation to strategic planning; schedules and conducts meetings to present, explain and discuss the strategic plan with individuals and groups; provides input in college policies and procedures; compiles and distributes annual reports; establishes time frames needed to complete projects according to federal, state, external agency, and department deadlines; Advances the vision, mission, purpose and values of the college across multiple campuses; communicates accurate information to department staff and outside entities; meets with outside entities for the promotion of policies and procedures and the sharing of resources; serves on appropriate college standing and ad hoc committees; reviews reports and other documentation to monitor levels of activity and to identify staff problem areas and strengths; analyzes decisions made by staff to ensure adherence to policies, regulations and department/college goals; Coordinates the development of program goals, objectives, policies and standards for quality assurance; analyzes and assesses the effectiveness of existing programs; coordinates the institutional research needed to evaluate the college’s effectiveness; prepares and updates planning documents; reviews reports of independent project efforts to determine areas of weakness; recommends corrective actions and sets deadline; provides interpretations and guidance to college personnel to ensure compliance with state, regional and federal regulations; collects, analyzes and organizes data for input into planning and evaluation activities; provides evaluative services that ensure the ability to examine the effectiveness of academic programs and services; coordinates the preparation of the Integrated Postsecondary Education Data System, college boards, and various reports; Maintains the components of the Performance Accountability System; coordinates annual PAS reports and documents; compiles accurate statistical information for PAS reports, including diploma and certificate rates and percentages for placement and completion; prepares executive summary or local board approval; Attends PAS conferences as requested;
Manages and oversees financial/budget operation of the department;  
Monitors the activities of personnel to ensure compliance with TCSG policy manual and department procedures;  
Develops and/or assists with the development of policies and procedures and recommends changes to effectively meet the goals and requirements of the program;  
Evaluates employees at scheduled intervals upon reviewing of all relevant information;  
Conducts regular evaluation of services provided and make adjustments as needed;  
Maintains up-to-date policies, procedures, and state or federal laws that may impact department initiatives.

COMPETENCIES

- Knowledge of college and program-specific accreditation standards
- Knowledge of strategic planning practices and procedures
- Knowledge of institutional effectiveness assessment strategies
- Knowledge of policies and procedures related to the operation of postsecondary institutions and specifically, two year or technical colleges
- Skill in the operation of computers and job related software programs
- Decision making and problem solving skills
- Skill in interpersonal relations and in dealing with the public
- Skill in the supervision of personnel
- Oral and written communication skills

MINIMUM QUALIFICATIONS

- Bachelor’s degree from a regionally accredited college or university in education, business management or a closely related field *and* Three (3) years of work experience in postsecondary education

PREFERRED QUALIFICATIONS

- Preferred qualifications may vary from location to location.