

## DIRECTOR OF DISTRICT RESEARCH

### DEFINITION

Under general direction to plan, collect, analyze, and portray trends of all district wide data. Complete necessary State reports on college and district research. Prepare necessary reports and graphics for district and community dissemination.

### RESPONSIBILITIES

The Director of District Research is primarily responsible for the following activities:

Preparing a yearly report of trends and analyses of district wide data that would include but not be limited to fiscal, student and demographic data.

Determining appropriate methods of gathering, presenting and reports data regarding the operations of the District.

Serving as a consultant to the District and colleges regarding planning, analyzing and reporting processes in research pursuits.

Providing formal and informal in-service training to college and District Office staff to acquaint them with present and potential analyses, reporting and planning services and reporting systems.

Serving as chairperson of the district-wide research committee.

Preparing and conducting surveys, needs assessments, and management reports that are required by the District.

Maintaining computerized research document library.

Keeping abreast of new developments and technology regarding information, analyses, planning and reporting systems.

Making recommendations to staff regarding directions the District should take in the areas of educational

analyses, reporting, and planning.

Performing related duties and responsibilities as required.

## **REPORTING RELATIONSHIPS**

The Director of District Research reports to the Director of Information Systems and may supervise classified positions and direct the work of others.

## **MINIMUM QUALIFICATIONS**

Background knowledge and experience with data processing and use of computers. The District currently utilizes an IBM 4315 mainframe. This position will have an IBM microcomputer for use.

Any combination of training and/or experience equivalent to a Bachelor's degree with educational background in statistics, computer science, educational management and management.

Two years experience in educational research or a demonstrated ability to conduct research.

(Over)

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## **DESIRABLE QUALIFICATIONS**

Familiarity with community college organization programs and operations as they relate to information reporting and planning systems.

Thorough knowledge of research design and methods.

Experience in writing and reporting surveys, reports, and research projects.

Demonstrated abilities to work with others in a service capacity.