

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: ASSESSMENT AND ACCREDITATION COORDINATOR

FLSA STATUS: NONEXEMPT

BASIC FUNCTION:

Under the direction of the Executive Vice President, Instruction and Student Services, plan, coordinate, and perform complex and specialized duties to assist in the development and implementation of the District's comprehensive program of assessment for the purpose of institutional improvements in accordance with accreditation requirements. The Assessment and Accreditation Coordinator must work with the SLO (Student Learning Outcomes) Coordinator(s), the SLO Committee, other faculty, staff, and administrators to assist them in development of effective processes of obtaining assessments from faculty and staff.

REPRESENTATIVE DUTIES:

Works with college administrators, staff, SLO Committee(s), and the SLO Coordinators to collect evidence, analyze evidence, document analysis and reforms in report form; will be required to coordinate with informational technical areas to update data, programs, and generate specialized reports to support PLO/SLO assessments. *E*

Works with faculty, academic senate, academic deans, and department secretaries in developing, promoting, and implementing assessments at the course, program, and college level. *E*

Creates, maintains and utilizes central data banks to process and record assessment data and provides technical support for SLO Coordinator(s). *E*

Maintains reporting forms and systems for course, program, student service, and administrative unit assessment, including required reporting changes and updates. *E*

Maintains web resources as a central location for the college community to learn about, interact, share, and report all learning outcomes assessment activities. *E*

Provides training and technical assistance to District staff related to assessment scheduling process and updates to course outlines from CurricUNET or similar systems. *E*

Coordinates assessments and communications related to the start of each semester that utilizes data from: TracDat, SharePoint, and CurricUNET and/or similar systems. *E*

Establishes and maintains effective working relationships and communications with instructional areas, faculty and staff to facilitate coordination of PLO/SLO assessments. *E*

Compile information and data for reports and assist in the preparation of reports; verify data for accuracy, completeness and compliance with established procedures; communicate with various state agencies to obtain information and prepare accreditation reports. *E*

Maintains, updates, and organizes a variety of records, logs, files, minutes, and reports, including information of a confidential nature; maintain confidentiality of information related to employees, students or faculty concerns. *E*

Trains and provides work direction to student workers in division offices. *E*

Perform other job duties as reasonably related to job description as needed or assigned. *E*

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Applicable sections of State Education Code and other applicable laws.
SLO/PLO reporting requirements and policies.
Title V, State Education Code and other applicable laws, codes and regulations.
Applicable sections of Accreditation Standards
Rules, policies and regulations related to assigned area.
District policies related to record confidentiality.
District organization, operations, policies and objectives.
Interpersonal skills using tact, patience and courtesy.
Modern office practices, procedures and equipment.
Record-keeping techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.
Utilization of a variety of databases and mandatory reporting software.
Operation of a computer software and data entry techniques.
Interpersonal skills using tact, patience and courtesy.
Public relations techniques

ABILITY TO:

Organize, and coordinate assessment activities.
Collect and compile statistical data for reports.
Read, apply and explain rules, regulations, policies and procedures.
Prepare and maintain a variety of correspondence, reports, records, files, logs, spread sheets, lists, flyers, and media presentations.
Perform data entry and maintain records with strict attention to detail.
Operate a variety of office equipment including a computer terminal.
Attend and participate in a variety of committees, councils and events.
Communicate effectively both orally and in writing.
Understand and follow oral and written directions.
Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socioeconomic, cultural, ethnic and disability backgrounds.
Work independently.
Meet schedules and time lines.
Maintain records and prepare reports.
Work confidentially with discretion.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor of Arts degree in business or related subjects, and five years increasingly responsible administrative support or complex, or other related experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS:

Disclosure:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Normal Office Environment:

While performing the duties of this job the employee is required to perform light lifting; reach and bend at the waist; sit and view a computer monitor for extended periods of time; use hands and fingers to operate a computer keyboard or other office equipment; lift up to 25 pounds; be qualified to operate a vehicle to attend off-campus meetings and visit businesses; speak and hear to exchange information.

Office environment; subject to regular interruptions.